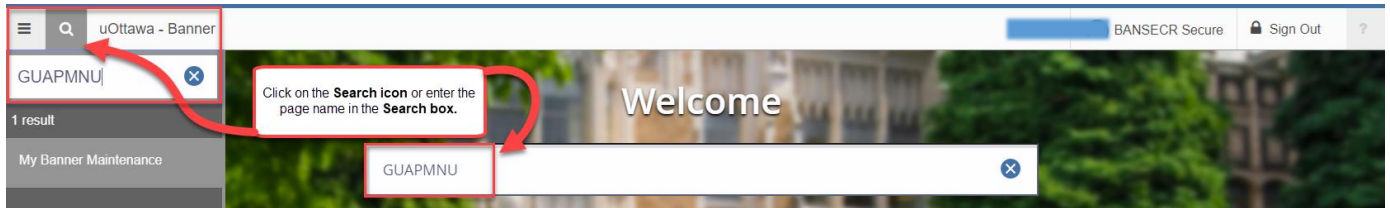


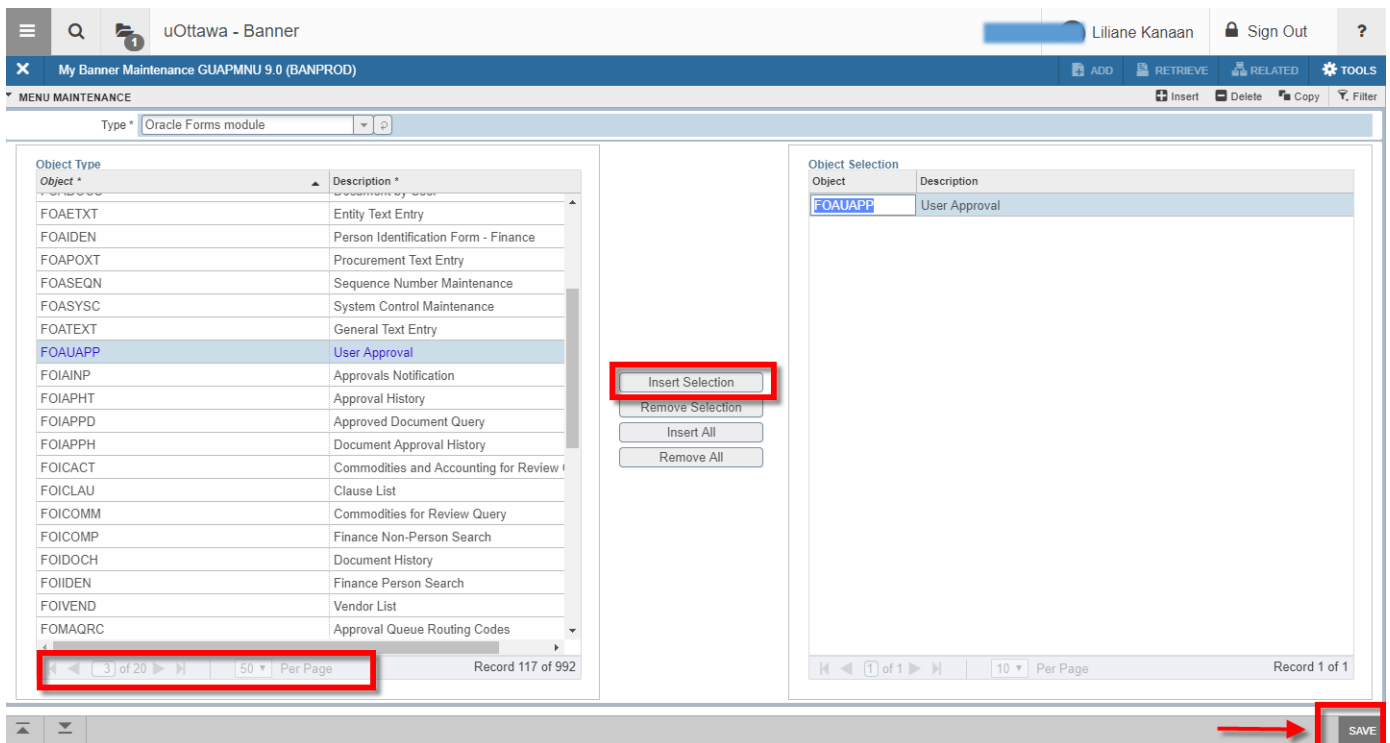
Adding a page to the My Banner personal menu

The My Banner personal menu is a shortcut menu similar to Web browser bookmarks. To add pages to My Banner:

1. Enter the page name GUAPMNU in the **Search box** on the home page or click on the **Search** icon.



2. Locate the desired page on the left end side menu. Page names are listed in alphabetical order after the pages with a number.
3. Double-click on the page name you which to add to My Banner and click on **Insert Selection**.
4. Click on **Save** located at the bottom right corner when you are done adding pages.



5. **Sign out** Banner 9 and log back in to see the added pages under the My Banner personal menu.

