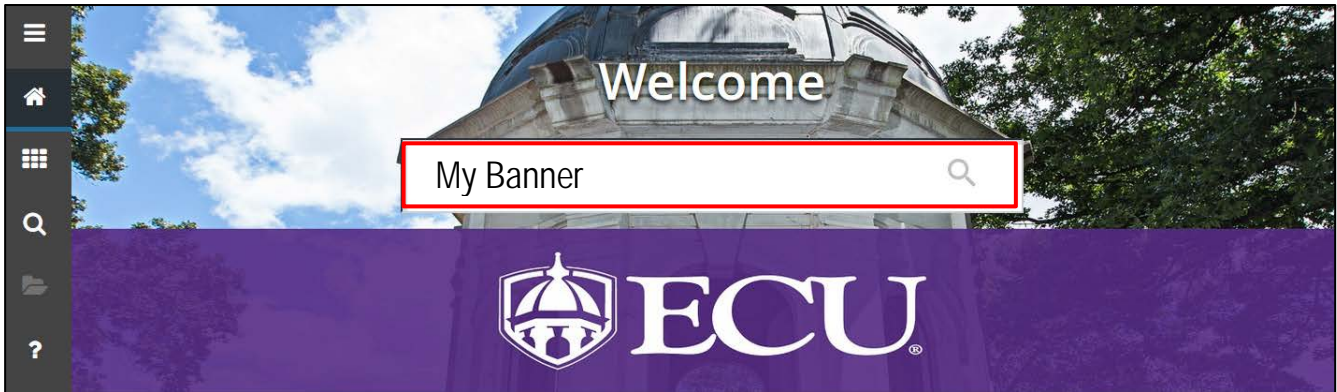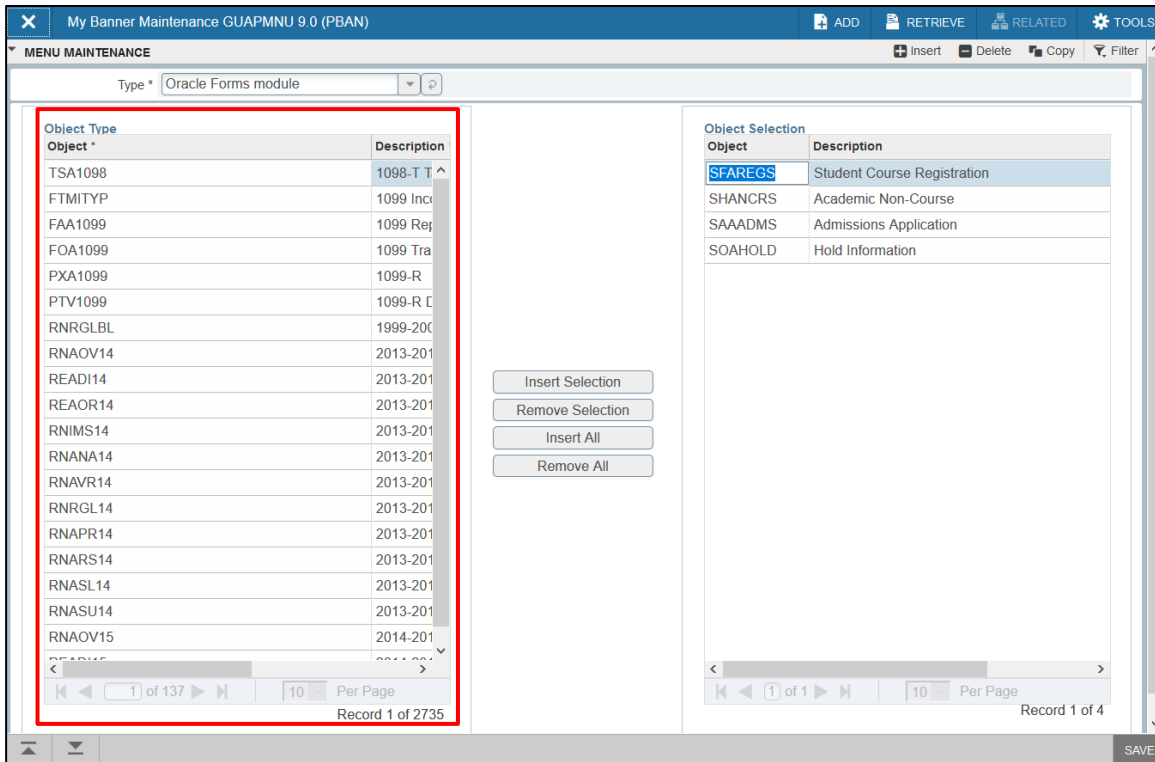# My Banner

1. Log in to Banner 9 Admin Pages.

2. At the Banner 9 Admin Pages home screen type My Banner in the search box and press enter.
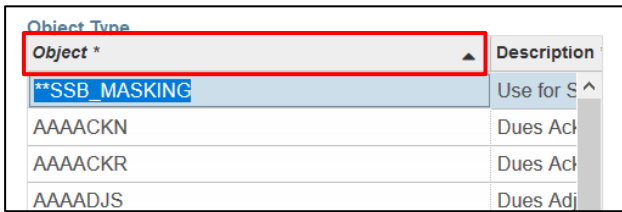

3. Click in the list of pages on the left side of the screen to activate the navigation bar.

4. Click the Object* column header to sort the pages in alphabetical order.

Object * ▲	Description
**SSB_MASKING	Use for S
AAAACKN	Dues Ack
AAAACKR	Dues Ack
AAAADJS	Dues Adj
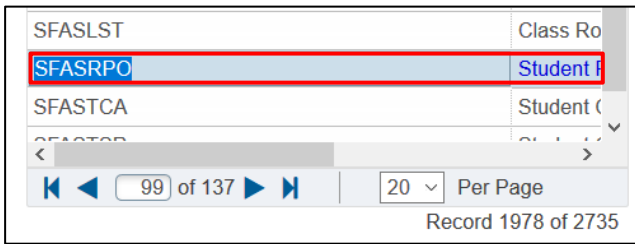
5. Use the navigation bar to search for the pages you frequently use.

AACMIIN	Interest b
AACMINT	Interest L

|◄ ◄ [1] of 137 ► ►| [20 ▼] Per Page

Record 18 of 2735

6. DOUBLE CLICK the page you would like to add to your My Banner.
   The line will turn BLUE.

SFASLST	Class Ro
SFASRPO	Student F
SFASTCA	Student (

|◄ ◄ [99] of 137 ► ►| [20 ▼] Per Page

Record 1978 of 2735

7. Click the Insert Selection button to add the page to your list.

Type * [Oracle Forms module ▼] ⟳

Object Type

Object * ▲	Description
SFAREGS	Student (
SFARFND	Registrat
SFARGFE	Registrat
SFARGRP	Student F
SFARGTC	Third Par
SFARHST	Student F
SFARMSG	Registrat
SFARORL	Drop Ros
SFAROVR	Registrat
SFARQSS	Enrollme
SFARQST	Enrollme
SFARSTS	Course F
SFARWLP	Reserved
SFASCPR	Student (
SFASCRE	Student (
SFASLST	Class Ro
SFASRPO	Student F
SFASTCA	Student (
SFASTSR	Student (

[Insert Selection]
[Remove Selection]
[Insert All]
[Remove All]

Object Selection

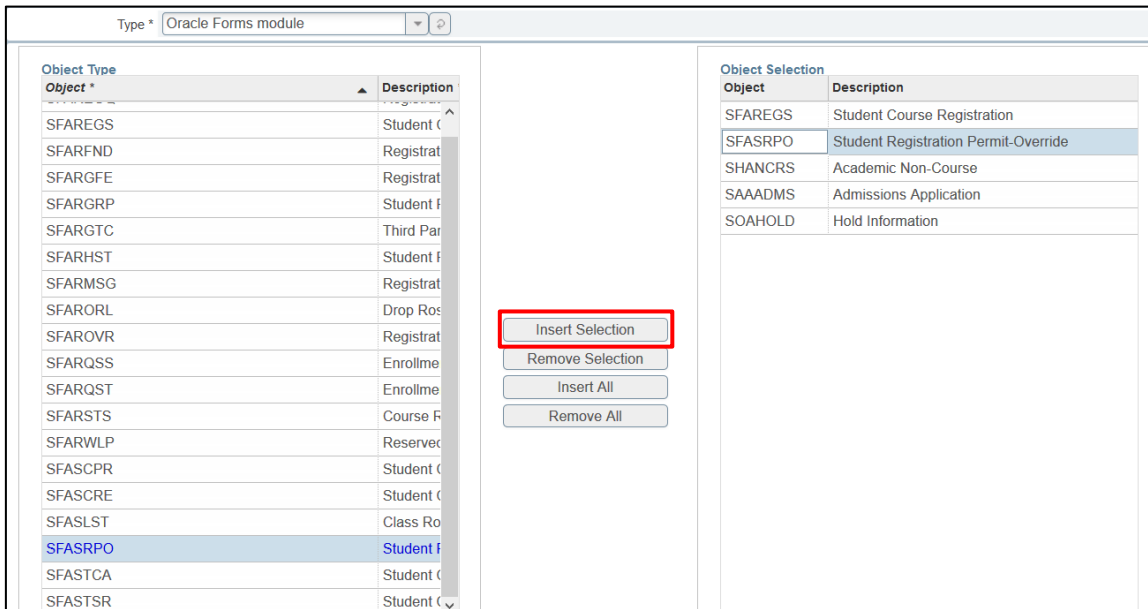| Object	Description
SFAREGS	Student Course Registration
SFASRPO	Student Registration Permit-Override
SHANCRS	Academic Non-Course
SAAADMS	Admissions Application
SOAHOLD	Hold Information

8. Click the Save button [SAVE] to save my banner.

9. A confirmation message will be displayed indicating that it has save successfully.

ADD	RETRIEVE	RELATED	TOOLS	1

✓ Saved successfully (5 rows saved)
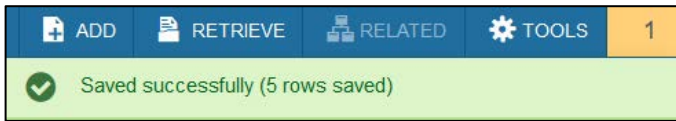
10. Log out of Banner 9 by clicking the Lock icon on 🔒 the main navigation bar on the left side of the screen.

11. Log back in.

ellucian.

Logout Successful
Return to your application.
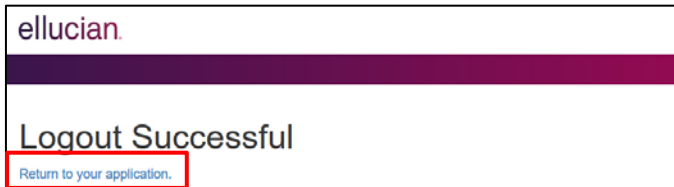
12. Click the Application icon ▦ on the main navigation bar on the left side of the screen o access your My Banner from the Applications menu.

≡
‹ Back to Main Menu

Applications

Banner   ›

My Banner   ›   ⟶   ‹ My Banner

Student Course Registration (SFAREGS)

Student Registration Permit-Override (SFASRPO)

Academic Non-Course (SHANCRS)

Admissions Application (SAAADMS)

Hold Information (SOAHOLD)