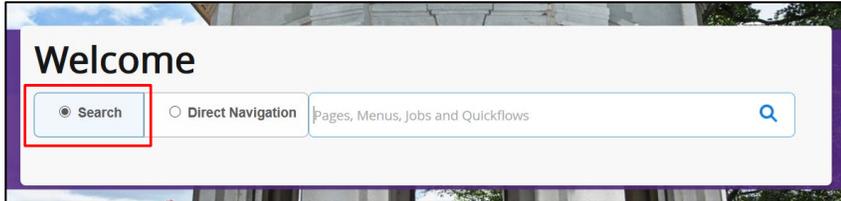**Office of the Registrar**

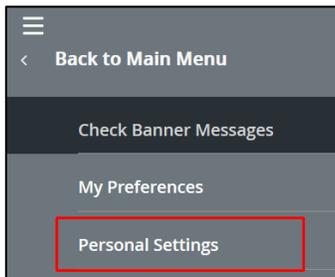# How to set Direct Navigation as the default setting on the home screen

1. By Default, Banner 9 Admin Pages is set to Search on the home page.
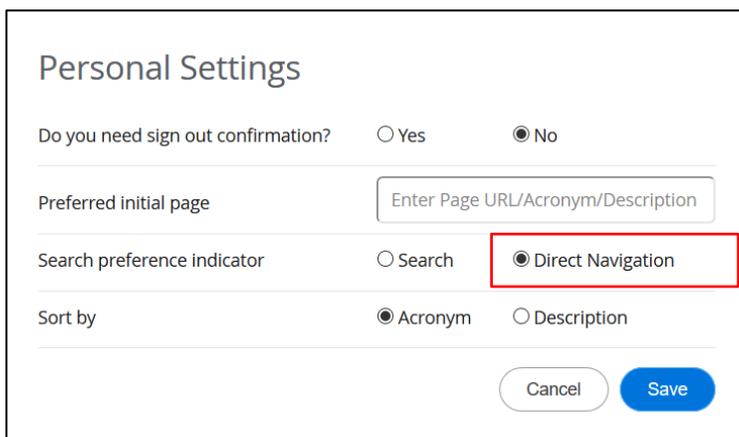

2. Click the user icon on the navigation pane on the left side of the screen.

3. Click on Personal Settings.

4. Click on Direct Navigation under Search preference indicator.

5. Click Save.