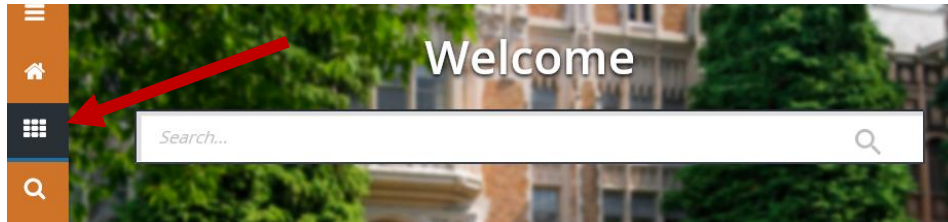


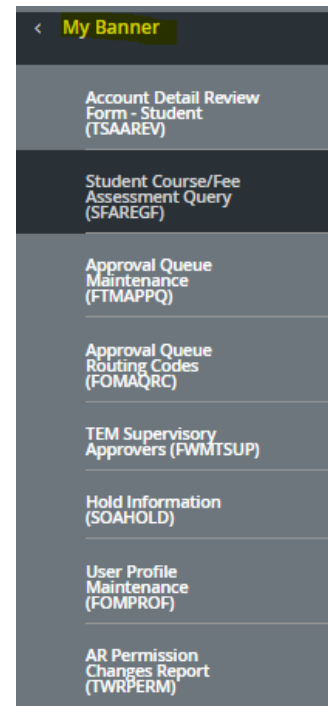
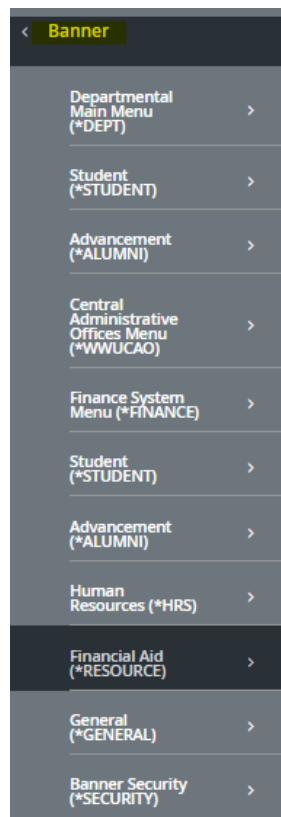
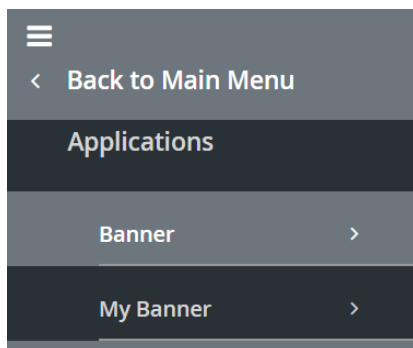
## Banner 9 Quick Sheet


# Accessing the Banner and My Banner Menus

1. From MyWestern, Employee Tab, Log into Banner 9 using Chrome (or any browser).
2. Click the Applications icon or click CTRL + m.




3. Click the right arrow next to Banner to navigate the Banner menu or click the right arrow next to My Banner to view the list of your saved pages.



4. Click the arrow next to Banner to view and open specific modules. Keep clicking the right pointing arrow until you locate the page within the directory. Click the menu icon  to close the Applications.

## Banner 9 Quick Sheet

5. To add Pages to My Banner
  - a. From the search menu type Personal Menu or (GUAPMNU)
  - b. In the Object Selection section click Insert  Insert
  - c. In the blank field type the 7 character page identifier
  - d. You can add as many pages as you like
  - e. Click SAVE or F10 to save your changes.