



TENNESSEE STATE UNIVERSITY



BANNER TIPS AND TRICKS

Productivity Tip

Do you have forms in Banner that you use every day and have to search for them every time you need one?

Add or Delete a Form to “MY BANNER”

Type **GUAPMNU** in the Banner ‘**Go To...**’ field and press Enter.

This screen shows the available Banner forms on the left side, and the right side will either contain forms that already exist on the “My Banner” list or will be empty.

To Add a Form: Select one or more forms on the left side of the screen by double clicking and making certain the form name turns **blue**. After all selections are highlighted, press the right arrow to fill in the right side of the screen. Press Save and log out of Banner, then Log back into Banner to see the forms in “MY BANNER”.

To Delete a Form: Select one or more forms on the right side of the screen by double clicking and making certain the form name turns **blue**. After all selections are highlighted, press the left arrow to remove the form from the right side of the screen. Press Save and log out of Banner then Log back into Banner to see the forms in “MY BANNER”.
