My Banner Personal Menu

My Banner (GUAPMNU) is used to create and organize (update) your personal My Banner menu. Both frequently and infrequently used Banner options can be added for easy access.

Training and Security

WSU folders are based on an individual’s completed training sessions and Banner security. Training is required to gain access to Banner options.

In Banner training sessions, attendees typically add WSU folders to their My Banner. Most common *WSU folders include:

*WSUREQ WSU Requisitions
*WSUGRANT WSU Grant Inquiry
*WSUHR WSU Human Resources
*WSUSTUADM WSU Student and Admissions Inquiry
*WSUPERMHOld WSU Permissions and Holds
*WSUSB WSU Schedule Builders
*WSUCAPP WSU Curriculum, Advising and Program Planning
*WSUALUMINQ WSU Alumni Inquiry

Tips

- Options are displayed on My Banner in the same order they are entered in the Object box.
- Forms can be entered more than once to the Object list.

View Completed Training

Not sure which training sessions you completed?

- Logon to mywsu.wichita.edu and click on the Help for Faculty/Staff tab.
- In the Training Opportunities channel, select Training/Workshop Registration, Schedule.
- Click the Session List button.

Completed sessions are indicated with a ‘Y’ in the completed column.
## Exercise: Adding Options to My Banner

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1    | From the **General** Menu, double click on **My Banner** to open (expand) the options.  
**New My Banner users:**  
Select **Empty; Select to build. [GUAPMNU]**  
**Current My Banner users:**  
Select **Organize My Banner. [GUAPMNU]** |
| 2    | The following form will display. Verify the cursor is active in the **Object** box in the right panel. |
| 3    | In the **Object** box:  
**On an empty row, enter the menu or form name. In this example,** *WSUREQ* is entered for the requisition folders.  
**Press [Down Arrow] on the keyboard to move to a blank row OR**  
**Press the [Tab] key to display the description.** |
| 4    | **Invalid object** will display in the **Description** box if:  
- The form name was entered incorrectly or  
- The user does not have security to the form.  
An **ERROR** message will also display in **Auto Hint** if an option was entered without the proper security. |
| 5    | When complete, verify the cursor is NOT on a blank row.  
**Save** the record. (**F10** on the Menu bar)  
**Exit** the form. (**X** on the Menu bar) |
| 6    | In the **Go To:** box, type **REFRESH** and press [Tab] or [Enter]. |
| 7    | My Banner automatically collapses.  
Double click on **My Banner** to view the new options. |
Navigating My Banner

Delete All

The **Delete All** button in the middle of the form is used to quickly delete all current **Objects** on an individual’s **My Banner**. Prior to clicking on this button, verify the cursor is in one of the **Object** boxes on the right side of the form.

Record, Insert

To insert a new option on **My Banner**, a blank row must be added.

- **Do not overtype information in the Object or Description boxes!**
  - To insert a blank row, first decide its location.
  - Highlight the row **above**.
  - Select **Record, Insert** on the Menu bar to insert a blank row.
  - Enter the Banner menu or form name in object box.
  - Banner will not save your **My Banner** if there is a blank row imbedded in the list.

Record, Remove

To delete a blank or unwanted row:

- Highlight the row to be deleted (removed).
- Select **Record, Remove** from the Menu bar.