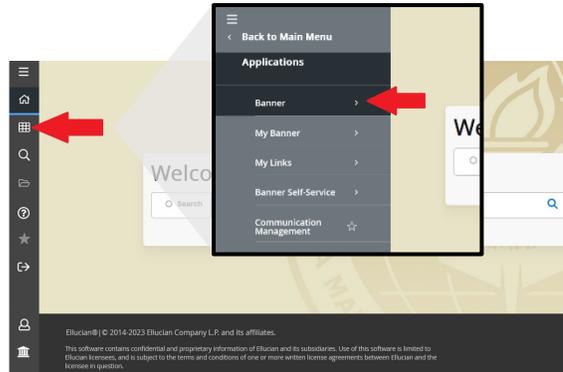


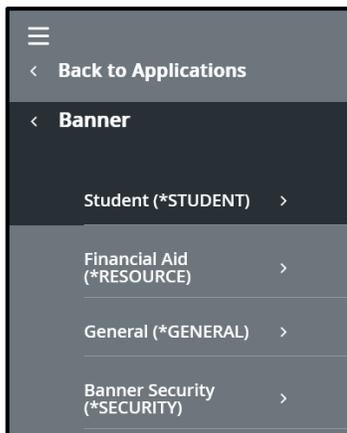
Save Frequently Used Pages to Your Favorites Menu

1. Access the Application → Banner Menus.

Click the  icon on the left menu (or CTRL + M on your keyboard), then select “Banner.”



2. Find your desired pages.



Banner groups pages by categories, so you will have to drill down through the options to find your desired page. The asterisk indicates that a list will display when selected. Initially, you will see 4 main categories: STUDENT, FINANCIAL AID, GENERAL and SECURITY.

STUDENT – Pages that start with “S” and “T”

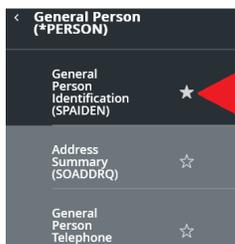
FINANCIAL AID – Pages that start with “R”

GENERAL – Pages that start with “G”

SECURITY – Pages used at the UH system level

Note: Most pages are housed in groups within groups, so you will likely have to drill down through multiple menu items with asterisks to find your desired page.

3. Mark each desired page as a “favorite.”



Once you locate the page, click on the star to the right of the name. Repeat the process to identify all pages that you would like added to your “favorites” menu.

4. Quickly access your favorite pages via the menu.



Click the  icon on the left menu (or CTRL + D on your keyboard).