

GUAPMNU – Step-by-step instructions on updating your personal menu

Note: This form is used to set up, or make changes to your personal menu, making it easier for you to access the Banner forms you need.

1. Select the form **GUAPMNU** from the **General FastTrack Menu** on the **Main Menu** or type **GUAPMNU** in the **Direct Access** field and hit **Enter**. *(If you are deleting a form, proceed to **step 5**.)*
 2. Your cursor is flashing in the **Description** column.
 - Make sure you are on a blank line. To get to a blank line use your **Down Arrow** on your keyboard.
 - **Tab** to the **Name** column.
 - Type in your seven character form name.
 - Press **Enter** on your keyboard.
 - If you wish, you may change the description of the form.
 3. If you are done adding forms to your **Personal Menu**, proceed to **step 4**. If you wish to add another form, press the **Down Arrow** on your keyboard and repeat **step 2**.
 4. Click on the **Save** icon  to save your changes. Check your **Auto Hint Line** to verify that your changes were saved. Go to **step 6**.
 5. To remove a form from your personal menu, place your cursor on the form name you wish to delete and click on the **Delete Record** icon . Go to **step 4**.
 6. Click on the **Exit** icon to exit the form.
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For **MORE INFORMATION** on this form see the General “How –To” at www.mcgill.ca/minerva. To do this, click on the “Documentation” link from the navigation frame on the left.