Using the My Banner Channel

The My Banner channel in myCuesta permits selected users to access Banner forms, either directly or via Banner’s General Menu. This document will explain how to use the My Banner channel, as well as how to add links to specific forms.

NOTE: Do not get the My Banner channel confused with the Banner Self-Service channel, which permits Cuesta employees to access their personal information (pay, benefits, deductions, etc.)

How to add the My Banner channel in myCuesta

1. Log into myCuesta (http://my.cuesta.edu).

2. Click the Content/Layout link, located at the upper left of the myCuesta screen.

3. The Manage Content/Layout screen will appear.

NOTE: Before you select which channel you wish to add, you must first select where you wish to add the channel.
4. Click the tab where you wish the channel to be located.

*The Manage Content/Layout screen will display a mock-up of the selected tab, with labeled boxes indicating the placement of existing channels on that tab.*

5. Click the desired **Add Channel** button to indicate where on that tab you wish the channel to be located.

*The Manage Content/Layout screen will display the first of the steps for specifying the new channel you wish to add.*

6. Choose the category, “**Select All**”, by performing the following steps:
   a. Click the drop-down arrow button. 
      *A category list will appear.*
   b. Scroll to the bottom of the list.
   c. Click on “**Select All**”.
   d. Click the **Go** button.

*The Manage Content/Layout screen will display the second and third steps for adding a new channel.*
7. Under “Select a channel”, scroll until you locate the “My Banner” channel. Click once on it to select.

8. Click the Add Channel button. The initial Manage Content/Layout screen will appear, with the selected channel added to the channel mock-up.
NOTE: You can move the channel to a different location on that tab by clicking the channel mock-up’s arrow buttons. Press the left or right buttons to move the channel to a different column. Press the up or down buttons to move the channel up or down one position within the column.

9. Click the “back to…” link in the upper left corner to return to the myCuesta tab last viewed.

How to use the My Banner channel

Those who need to access Banner forms will use myCuesta’s My Banner channel.

- Clicking the My Banner folder in the My Banner channel will expand (or collapse) a listing of the “contents” of that folder.
- Selecting “General Menu” from the My Banner folder displays the Banner General Menu. From the General Menu a user can access any Banner form.
- Selecting “My Banner Maintenance” allows the user to add links from the My Banner folder to additional forms. (See instructions below.)
- Selecting a form will display that form.

Click the My Banner folder to expand (or collapse) that folder. Select a form to display that form.

Select “General Menu” to display the Banner General Menu. Select “My Banner Maintenance” to add links to additional forms.

NOTE: When a user exits a form accessed from the General Menu, they will be returned to the General Menu. When a user exits a form accessed directly from the My Banner channel, they will be returned back to myCuesta.
How to add forms to the My Banner folder

1. Log into myCuesta and locate the My Banner channel.
2. If necessary, expand the My Banner folder by clicking once on it.
3. Click My Banner Maintenance.
   The My Banner Maintenance GUAPMNU form will appear.

4. Locate the desired form on the left pane.
   NOTE: If necessary, select a form category from the Type field.
   NOTE: You can query to find a form.
   1. Click in the Object or Description field on the left pane.
   2. Click Enter Query (or press F7).
      The Object/Description fields will be blank.
   3. Enter your query criteria in the appropriate field. (Refer to Banner Navigation for query instructions)
   4. Click Execute Query (or press F8).
      The query results will be displayed.

5. Double-click on the desired Object value to select it.
   The Object value will be highlighted and the Description will appear blue.
6. Click the right pointing arrow to add the form to the right pane. 
   *The selected form will be moved to the right pane.*

7. Click **Save**.

8. Click the **Exit** button.  
   *You will be returned to a blank screen in myCuesta.*

9. Click the **Back to...** link (in the upper left of the screen) to return to the previous myCuesta tab.  
   *The added form(s) will appear in the My Banner folder in the My Banner channel.*