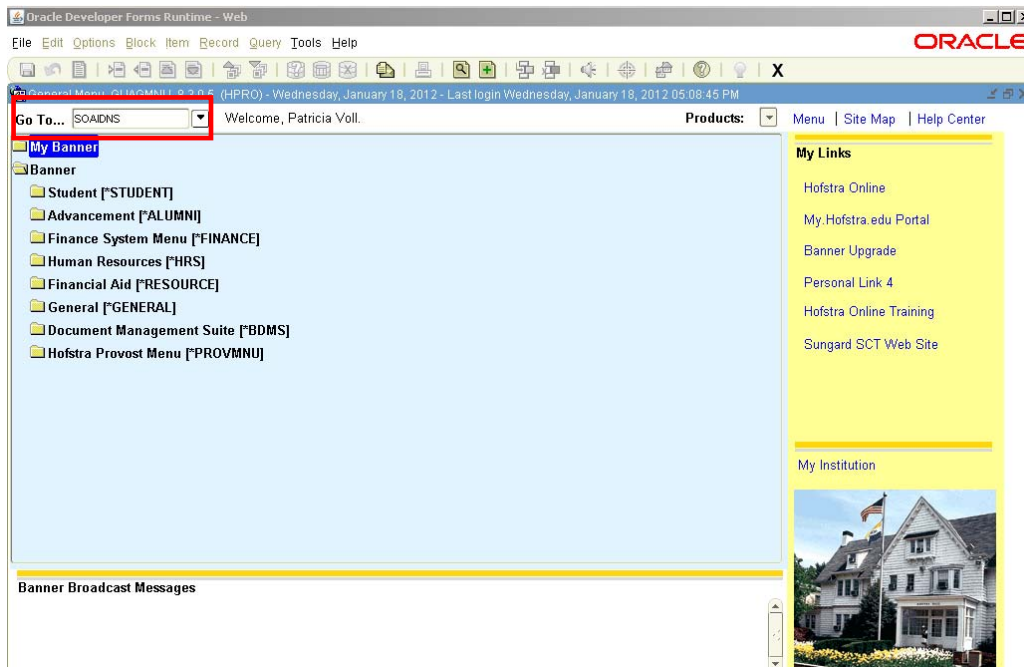


Find and Open the Best Form


There are multiple ways to find and open a form in Banner. Below are several possibilities beginning with the simplest and continuing through more advanced searches.

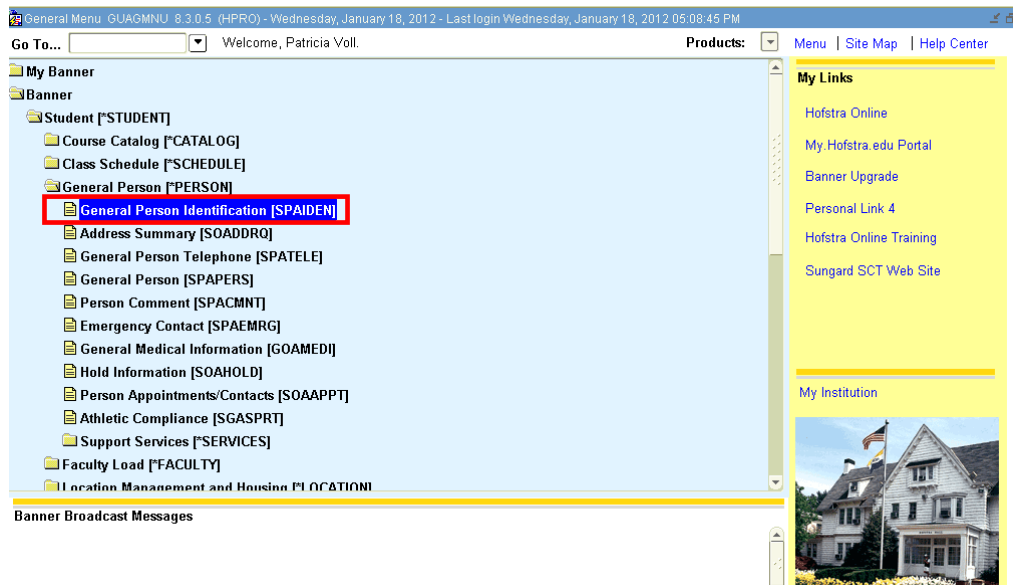
Getting Started with Direct Access

- The fastest way to get started is to obtain a commonly-used forms list from your department. Type the form name in the GO TO field and press the ENTER or RETURN key. This is called DIRECT ACCESS.



Search for forms

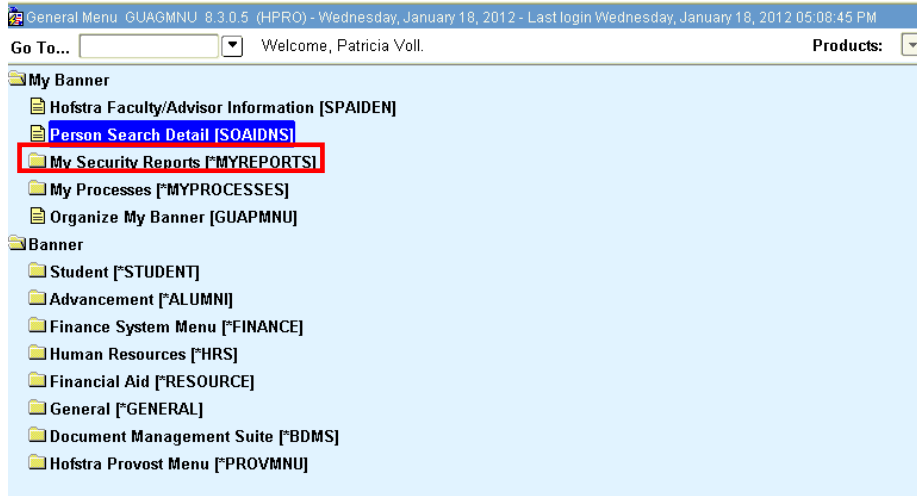
- Drill down through Banner system and module folders and double click the form. All forms are depicted with the  con.



OPEN a Form in your MY BANNER menu

- Like favorites in your browser, “My Banner” is a menu where you can save the forms you use the most. When you launch your Banner account from any computer, open your My Banner menu. The forms you save will appear ready for you to access with a double click.

My Banner is customizable and can be changed at any time. To learn how to customize your MY BANNER menu, [click here](#).



Search with a Wildcard (%)

- Can't remember the full spelling of a form? Type the known letters followed by % (the Banner wildcard) in the GOTO box and hit enter. A list of possible forms will appear. Double click the form or highlight and click OK.

Important: You may not have access to all forms displayed in the Search Results window.

