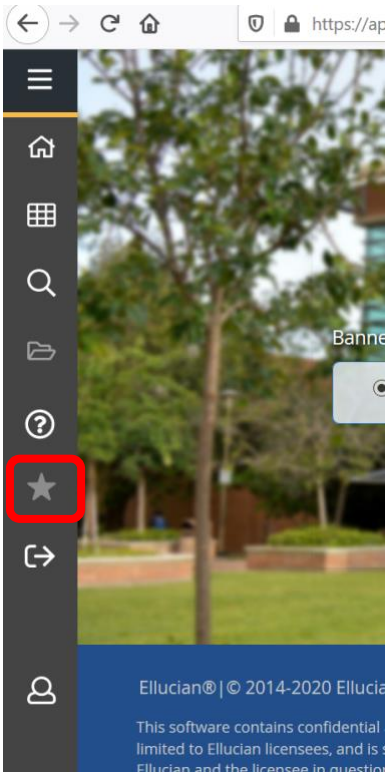
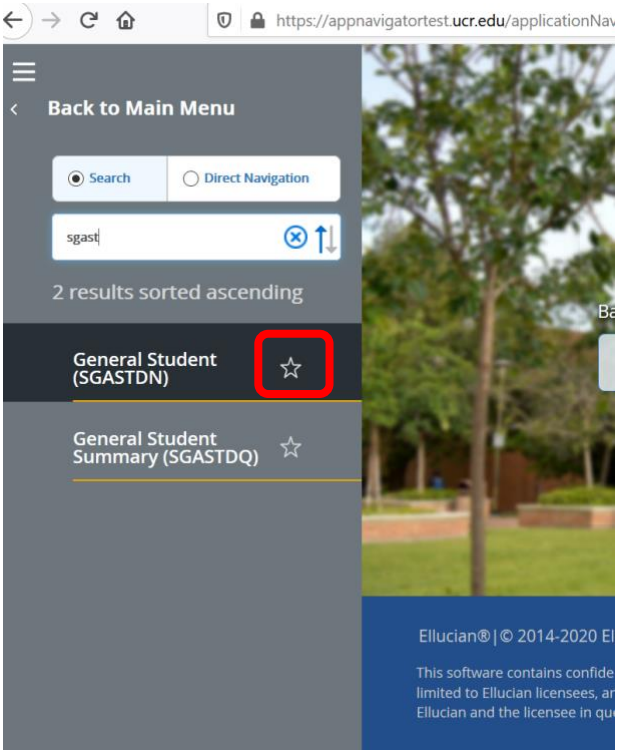
New Features in the January 2021 Banner Upgrade

A Favorites feature

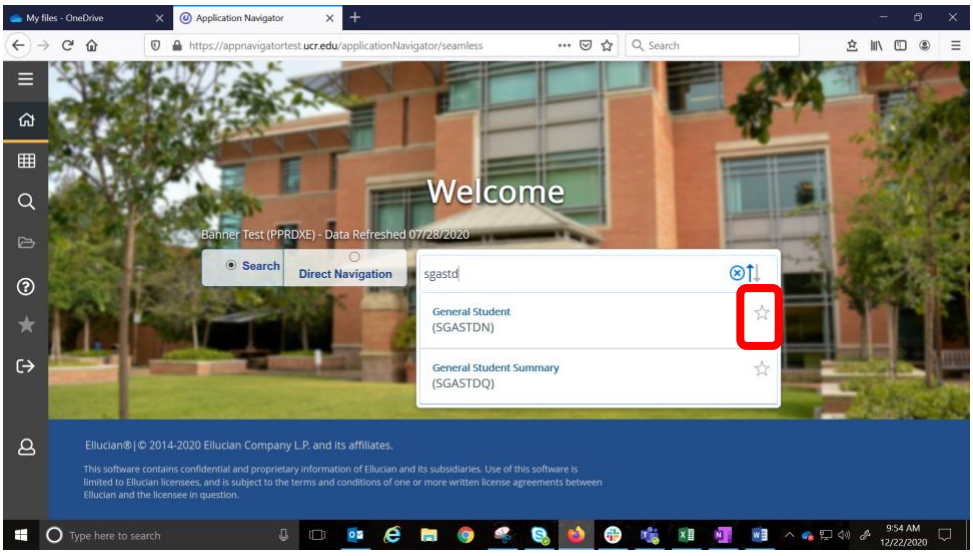
Banner now has a favorites feature, denoted with a star in the menu on the left. This is similar to the My Banner and My Links features that allow you to bookmark and quickly access a page. However, it is even faster to set up than either of the two aforementioned tools.



To add a page to your favorites, simply locate the page in your Applications menu at the left and click on the star.

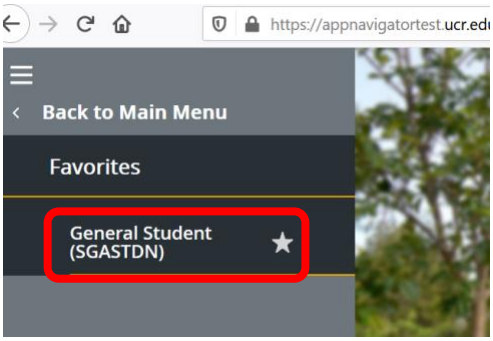


You can also add pages to your Favorites with the star from the search bar in the middle of the page.



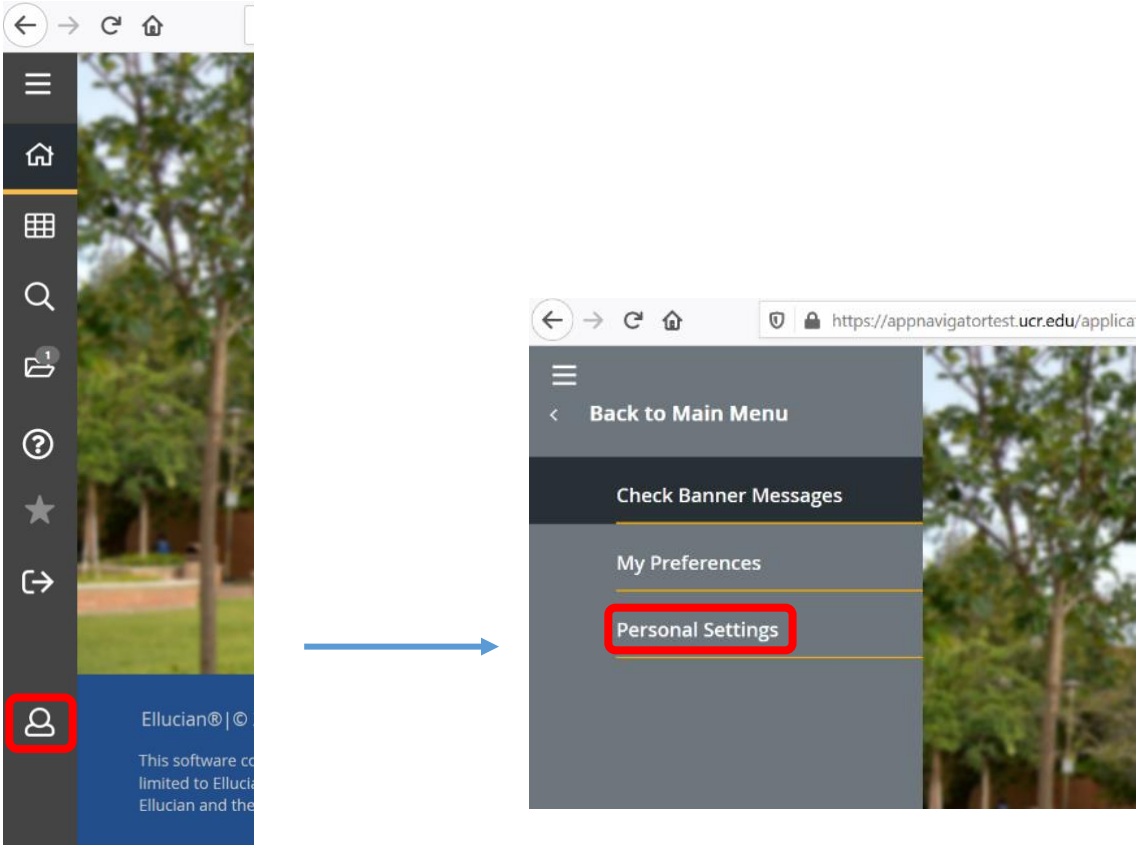
Once it is added to your Favorites click on the star in your left menu and you can quickly access any pages marked as favorites by clicking on the page name.

To remove a page from your favorites list simply click the star next to the page name.

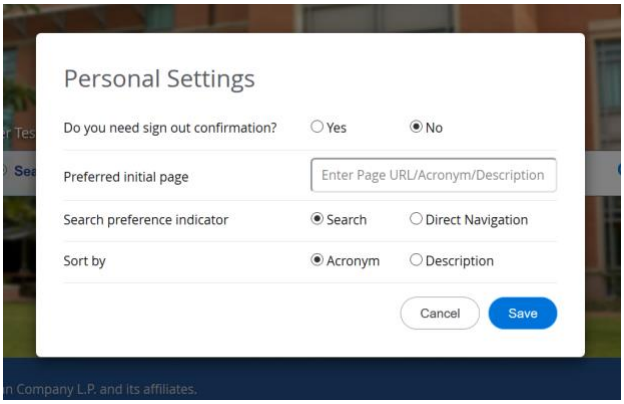


A Personal Settings menu

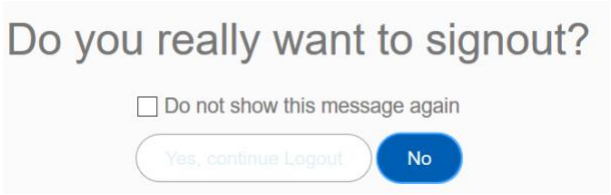
There is a new personal settings menu with four options you can configure to your liking. Click on the person icon on your menu; then click Personal Settings.



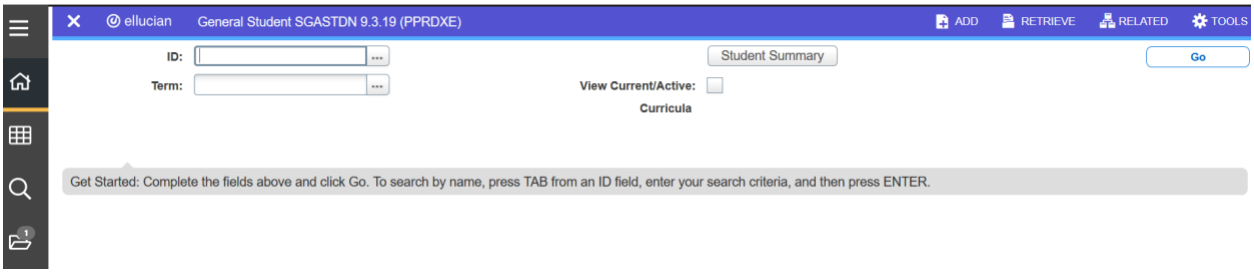
You are presented with four options:



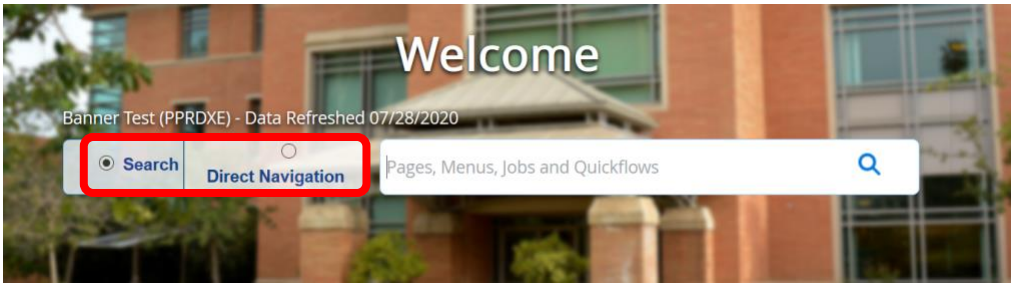
1) The first question gives you the choice to have a reminder pop up when you click the sign out button to ensure you want to sign out of Banner.

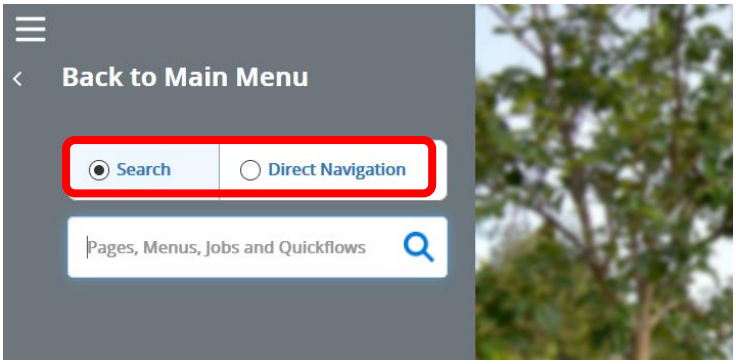
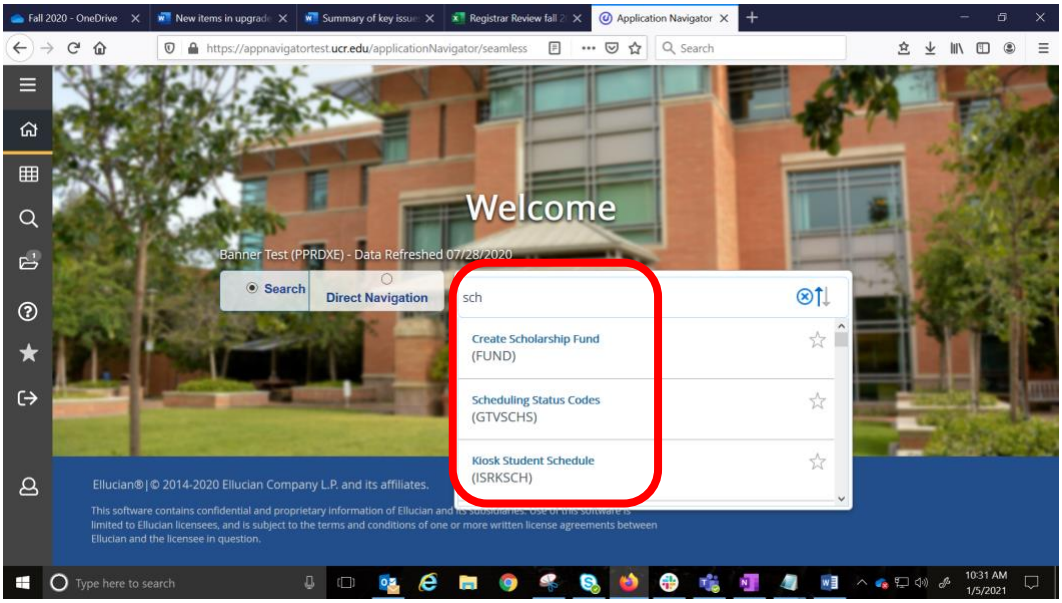


2) The **Preferred initial page** lets you choose your own home page to load instead of the landing page with the photo of Orbach Library. For example, if you want SGASTDN to always open when you log into Banner, you can type SGASTDN in this field and that page will automatically open each time you log in.



3) There is a **Search preference indicator** visible on the landing page and also in the search feature on the left menu with two radio buttons, Search and Direct Navigation. If you select Search, Banner will provide suggested pages to you as you type. If you select Direct Navigation, Banner will not provide these suggestions so you must know the acronym or description of the page you want to find.





4) The **Sort by** option lets you decide if you want the suggested page results that appear as you type to be sorted by the 7-letter names (the acronym) or the description of the page. For example, if you begin to type "SC" with the acronym setting you will see suggested pages from the catalog appear such as SCACRSE; with the description setting you will see suggested pages that start with SC in the description appear such as Schedule (for SSASECT).