



**University of South Alabama**

**Division of Financial Affairs**

**Banner Financial Information Systems Reference Manual**

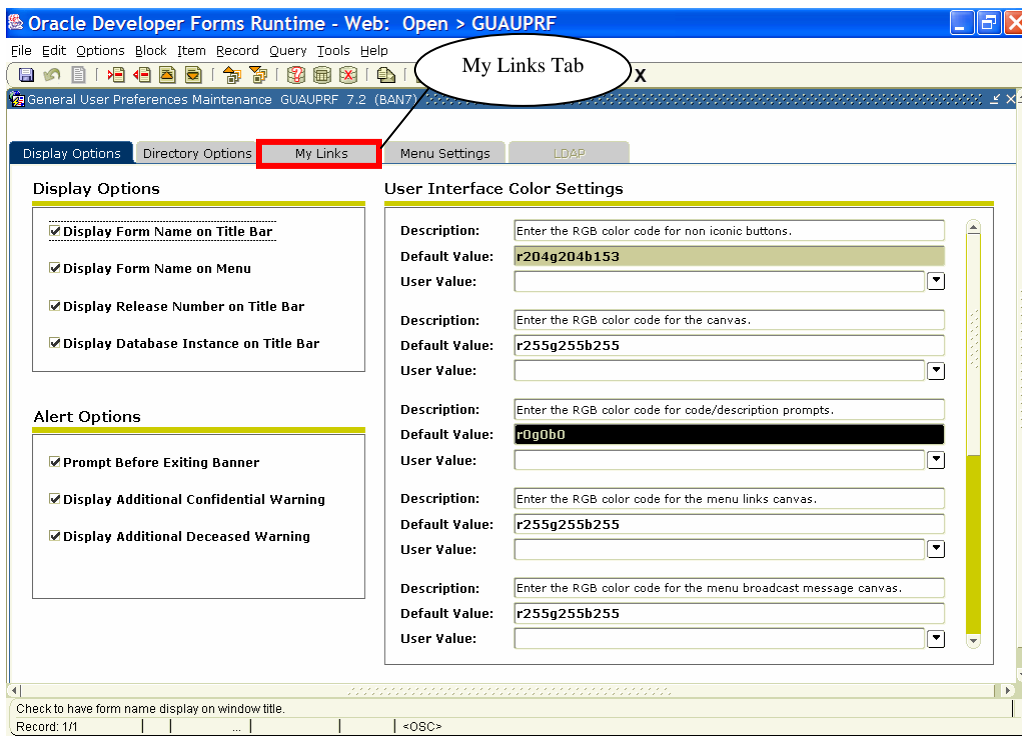
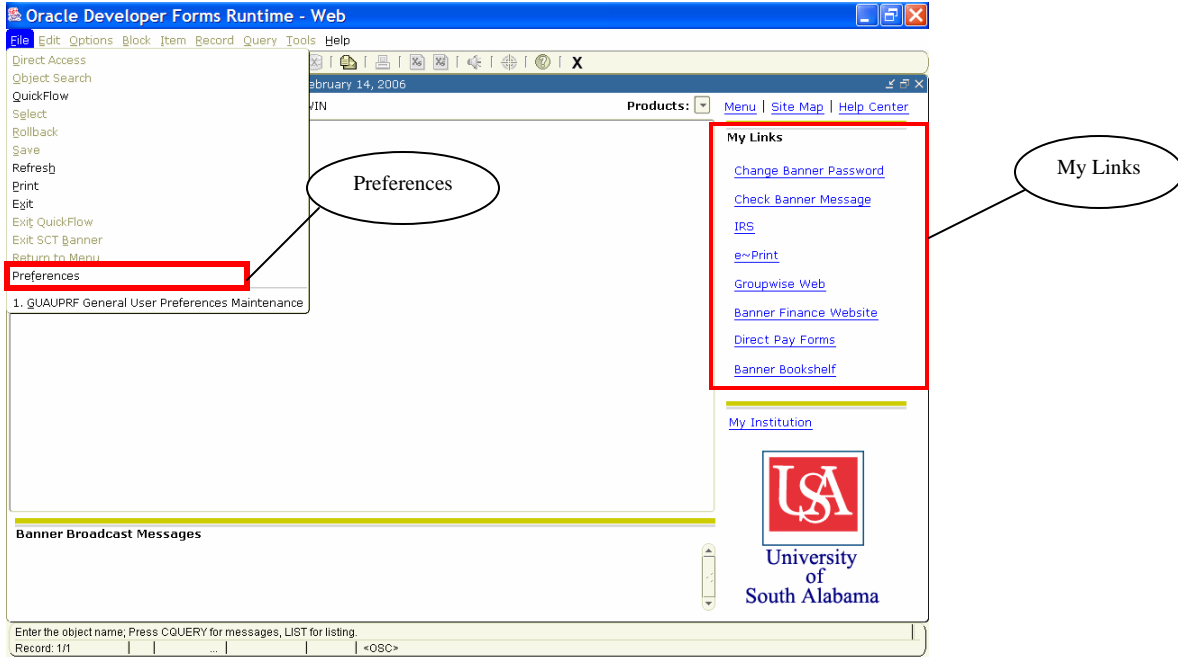
# **How To Create a Link in My Links**

# “My Links”

**Purpose:** How to create a link in the My Links portion of the main menu.

To create a link in the “My Links” portion of the main menu, proceed as follows:

1. Go to **File** → **Preferences** you will have 4 or 5 tabs click on the My Links tab



## “My Links”

2. Go to the second set of fields where in the first field you see “Enter the description for the “My Personal Link 1” link”, type your description in the “**User Value**” field.

The screenshot shows the Oracle Developer Forms Runtime window for 'GUAUPRF'. The 'My Links' tab is active, displaying a list of personal links. The 'User Value' field for 'My Personal Link 1' is highlighted in red and contains the text 'IRS'. The 'User Value' field for 'My Personal Link 2' is also highlighted in red and contains the URL 'http://irs.gov'. Annotations include 'Second set of fields' pointing to the first two sets of fields, 'Third set of fields' pointing to the third set, 'Description for Personal Link 1' pointing to the description field of the first link, 'Address for Personal Link 1' pointing to the URL field of the first link, and 'Scroll down for the remaining Personal Links' pointing to the scroll bar.

Link Name	Description	Default Value	User Value
My Institution	Enter the URL for the "My Institution" link.	http://www.southalabama.edu	
My Personal Link 1	Enter the description for the "My Personal Link 1" link.	Your first personal link description	IRS
My Personal Link 1	Enter the URL or Banner object for the "My Personal Link 1" link.	Your first personal link URL	http://irs.gov
My Personal Link 2	Enter the description for the "My Personal Link 2" link.	Your second personal link description	e~Print
My Personal Link 2	Enter the URL or Banner object for the "My Personal Link 2" link.	Your second personal link URL	http://siseprintsrv.usouthal.edu/cgi-bin/eprint.cgi

3. Now go to the third set of fields where in the first field you see “Enter the URL or Banner object for the “My Personal Link 1” link”, type the address associated with your Link 1 in the “**User Value**” field.
4. Follow steps 2 and 3 for the remaining available links, i.e. “My Personal Link 2” – “My Personal Link 6”.
5. Click Save and Exit. **Note:** You will not see your changes until you have log out and back into Banner.