Customize Your
My Links Menu
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Your **My Links** menu is located along the right side of General Menu form. You have the option of adding six personal links to this menu.
To customize a personal link, click on the **File** dropdown menu located on the menu bar, next click on the **Preferences** option to open the General User Preferences Maintenance (GUAUPRF) form.
Click on the tab titled **My Links**.
Customizing a personal link requires you to enter information into two blocks. For each block of information there is a Description, Default Value, and User Value. The Description is notifying you of the purpose of that block. The Default Value is notifying you of what needs to be entered in the User Value field. The User Value field is the only field in which you enter information.

You must enter a User Value for the link description and a User Value for the URL or Banner object. The first block of information is reserved for the My Institution link and cannot be removed. The personal links that you may customize begin with the second block.

For example, to customize a personal link that will open the HR Program Guide, position your cursor in the User Value field used for entering the link description and enter the text **HR Program Guide**.
Next, tab to the User Value field used for entering the URL and enter the URL address http://bf.memphis.edu/spectrum/hr.
To add a link to a Banner object, such as the Employee form PEAEMPL, tab to the User Value description field of Personal Link 2 and enter the text Employee [PEAEMPL].
Next, tab to the User Value field used for entering the Personal Link 2 URL and enter PEAEML.
When you are finished customizing your personal links, click on the **Save** button to save your changes and then exit Banner completely. Your My Links menu will not update until you log out and then back into the system.
Once logged back into the system your personalized links will display in your My Links menu. Keep in mind that you can also customize your My Banner menu with Banner objects if you need to use all of your personal links for frequently accessed Web sites.