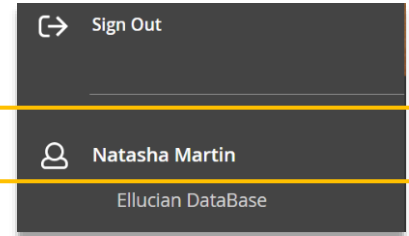
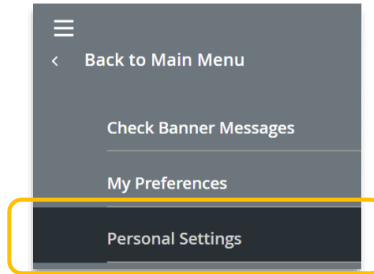


Banner offers options to customize your experience in the system. You can change personal settings to suit your needs in navigation and searching pages. Follow these steps to change your settings:

1. From the **Main Menu Panel**, click on **your name**.

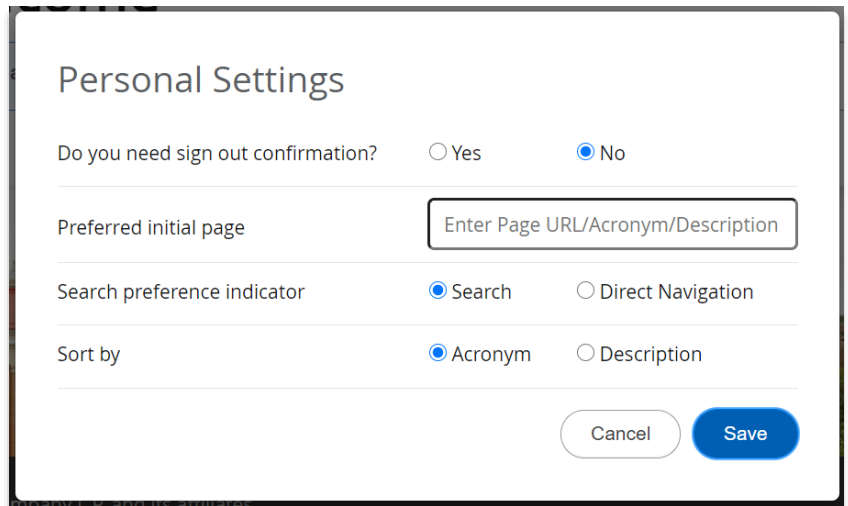


2. Select **Personal Settings**.



3. A window will open with your Personal Settings for Banner. You can adjust the settings to your preference for the following:

- Sign out confirmation
- Preferred initial page which is your landing page upon signing in. *(Note: If you are consistently going into banner to a specific page, setting the page as your initial page will open it as soon as you sign in.)*
- Search indicator default (Search or Direct Navigation)
- Sorting for the search bar



4. Once you have made your changes, click **Save**. Your settings will be immediately adjusted.