

**TO SAVE AS A FAVORITE SITE**

1. Launch **Internet Explorer**
2. Type <http://banprod.creighton.edu> in the Address box
3. Press <<**ENTER**>>
4. Click **Favorites** from the menu bar
5. Select **Add to Favorites**
6. Click **OK**

**TO ACCESS YOUR FAVORITE SITE**

1. Launch **Internet Explorer**
2. Click **Favorites** from the menu bar
3. Select **Creighton University SunGardHE Banner 7**

**TO SAVE AS AN ICON ON YOUR DESKTOP**

1. Right-Click on an empty space on your desktop
2. Select **New, Shortcut**
3. The Create Shortcut screen will appear
4. In the Type the location of the item field, type <http://banprod.creighton.edu>
5. Click **Next**
6. In the Type a name for this shortcut, type **Banner**
7. Click **Finish**

**NOTES:**

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