

# Creating a Banner 9 Shortcut

## Creating

Click on the following link: <https://banxeprod.muw.edu/>

It will redirect you to a version of the Portal page that is associated with the above link.

Hold down the left mouse button while hovering your cursor over the padlock icon on the address bar in Chrome or Firefox and drag the mouse cursor to your desktop.

This will create a shortcut on your desktop for Banner 9.

Rename the shortcut to whatever you prefer to call it, such as "Banner 9".

