

## Step-by-Step Guide

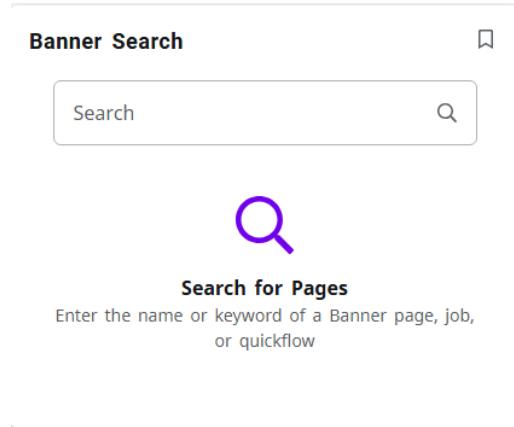
### Accessing Banner

#### How to access Banner through Experience

From your **Portal**, open **Experience** by clicking the **Experience** icon.



From **Experience**, navigate to the **Banner Search** card.



If you don't see the card on your home dashboard, at the top right, click **VIEW ALL CARDS**.

 [VIEW ALL CARDS](#)

In the Find cards search field, type in **Banner**, and click enter.



You can pin the card to your home dashboard. When the **Banner Search** card appears, look for the **Bookmark** in the top right corner of that card. Click it to "save" it to your home dashboard (it will turn to a solid color). If the icon is solid, the card is already on your home dashboard.

**Banner Search**

