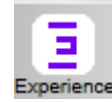


## Step-by-Step Guide

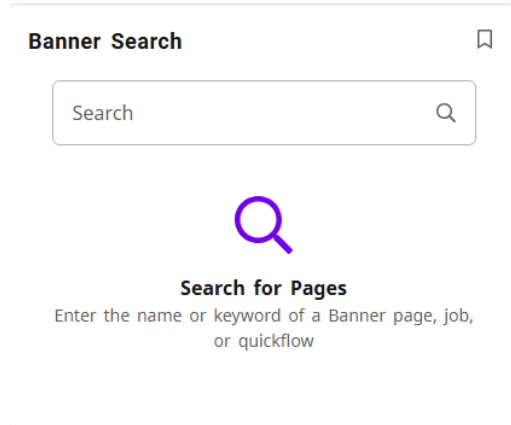
### Accessing Banner

#### How to access Banner through Experience

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



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

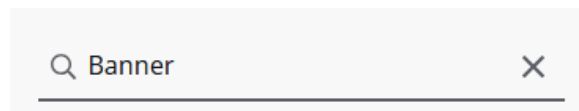


If you don't see the card on your home dashboard, at the top right, click **VIEW ALL CARDS**.

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 **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.

