There is a very easy way to add items to My Banner.

When you are in a form that you would like to add to My Banner, simply right click your mouse and a pop up box will appear. Choose Add to Personal Menu. The next time you sign into Banner, it will be in your My Banner folder.
Banner – Adding Forms to My Banner – Directly From a Form

[Diagram of Banner interface, showing menu items such as Identification, Person Experience, Employee Jobs, and more.]

Revised
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