How to Request Xtender Security for Journal Entry documents?

** NOTE:** Xtender Training is required prior to requesting E-FS-JE security access. Click here to launch the online Xtender Training.

Click here to view current Xtender security.

    a. Log in.
    b. Enter your PirateID using all upper case.
    c. Select PBAN from the Datasource dropdown.
    d. Click 'View Report'.

Folder "E_FS_JE" stores journal entries backup document.

1. Log onto PiratePort: https://pirateport.ecu.edu/

2. Click "Banner Security Request".

3. Click "Request Security" from the Options Box located on the left-hand side.

4. Verify Security Form Information.
   a. Verify **Requestor Information**, review the ECU Banner ID, Name, and Home Org. If the ECU ID, Name, or Home Org is incorrect, please contact Human Resources Information Processing by email HRIS@ecu.edu or call 328-9847. **Do not** create a Banner Security Request until all employee information has been updated correctly.

Requester Information			
ECU ID	**Name**	**Pirate ID**	**Home Org**
B00307311	Penney B Doughtie	doughtiep	240901 - AFH Systems Coordination

   b. Verify **Job Information**, review the Position, Job Effective Date, etc. If the job information is incorrect, please contact Human Resources Information Processing by email HRIS@ecu.edu or call 328-9847. **Do not** create a Banner Security Request until all job information has been updated correctly.

Job Information						
Posn-Suff-Type	**Job Eff Date**	**Job Beg-End**	**Status**	**Change Reason**	**Emp Group**	**Title**
901301-00-P	11/01/18	11/01/18 -	A	HR Updates	SHRA Permanent	12249 Tech Support Analyst

   c. Verify **Supervisor Information**. If the Supervisor PirateID is incorrect, please submit a Team Dynamix ticket to update the user's supervisor, click here. **Do not** create a Banner Security Request until all supervisor information has been updated.

Supervisor Information		
Pirate ID	**Action**	**Message**
rosep	UPDATE	none

5. Under Banner Security Request, click Xtender.
    (On the word Xtender, not the check box)

6. The Xtender Security Access Form displays each Application (BSOM, Finance, Financial Aid, HR, etc.). Click on the drop-down box beside FINANCE and select "**E-FS-JE**".
    Please NOTE: Previously approved user roles will appear in each drop down box. If no changes are needed in the Applications, leave the user roles as is. Only one category can be requested on each security request.

7. Under the **Privilege** section: Select **"Processor"** in the drop-down box.

8. Click "Submit"

9. In the Comments box on the first page of the Banner Security Request: enter **"Please grant access to E-FS-JE application via security group E-FS-JE-PROC".**

10. Click "Submit"

11. The "Confidentiality Agreement" will display, read the agreement and click ok.

12. The "Sensitive Data Agreement" will display, read the agreement and click ok.

13. A confirmation message will display above the form. Modifications will not be allowed until the request is approved/disapproved.

14. An automated email will be sent to your supervisor stating that a security request in their approval queue.

15. To view the status of the security request, log onto Pirate Port, Under the Tools tab, select "Banner Security Request", listed under Security. Below the form is a history of request, click on the most recent reference number.

16. Please contact syscoord@ecu.edu.with questions concerning the Xtender Security Instructions.

17. Xtender training is available, click Xtender Training Class.