

How to Request Journal Entry Security

STEP 1. Complete Required Trainings

1. Complete “ECU Banner Finance Training for New Users,” this online training is required for all employees prior to requesting Banner Finance Security.
Click [here to launch the video training](#).
2. Complete Journal Entry Training, either or both
 - Finance Self Service Journal Entry Training register in [Cornerstone](#)
 - Banner Admin Pages Journal Entry Training register in [Cornerstone](#)
3. Complete Xtender Training, click [here](#) to launch the online Xtender Training.

STEP 2. Complete Two Security Requests

Two Security Request are needed.

1. [Banner General Ledger Security](#)
2. [Xtender Security to E-FS-JE folder](#)