Banner Security Request – TouchNet & Banner INB Access for Marketplace Users

On Pirate Port (https://pirateport.ecu.edu/connect/) log-in with required credentials.
Then start to enter/type “Banner Security Request” in the search box at the top until it appears in the list and click on it.
When the Banner Security Request screen loads, your name and information should appear in the “Requestor Information” box.

Please ensure that the section labelled “Supervisor Information” has a name listed and is correct for the job in which you are requesting security. If your supervisor is not listed, you will need to ask your supervisor to claim you.

To do this:

- The supervisor should go to PiratePort, open the “Reporting Structure” application and select you as their employee.
- Then, you will need to go to PiratePort and open the “Reporting Structure” application and “accept” the supervisor.

Once this is completed, you should be able to submit the security request.
Next click on “eCommerce”.

A pop-up window will appear, and you will select “CDE Access” in the drop-down box next to “PCI” and “Departmental Marketplace User” in the drop down box next to “TouchNet”.

Then click “Submit”.

Next, you will click on “Finance”.

A pop-up window will appear, and you will select “AR Departmental Misc Cash Receipts” in the drop-down box next to “Accounts Receivable”.

Then choose your org from the list provided.

Once you have selected all the information mentioned above, click “Submit”.

Do NOT select the ORGs shown in this screen shot. This is just an EXAMPLE! Please, select the ORG(s) that you need access as they relate to your job duties!!!
In the “Comments” box on the main screen, enter your department/unit name and then click on “Submit”.

Your supervisor will have to approve this request before it will proceed for approvals from Financial Services and ITCS. You can always come back to the Banner Security Screen and scroll to the bottom to review your submitted security requests and their status.