Instructions for Requesting Xtender Security
B_F_DOCS to view
Accounts Payable Invoices, Direct Payments, and Travel Documents
Document Prefix  I, IX, TM, TV

1. Log In Pirate Port: https://pirateport.ecu.edu/portal/

2. Click “Banner Security Request”.

3. Select "Request Security", located under “Options”.

4. Requestor Information section displays the current information on file. Verify the following information: ECU ID, Name, and Home Org. If the ECU ID, Name, and Home Org are correct, proceed to Job Information section. If any of this information is incorrect, please contact Human Resources Information Processing @ 328-9891. **Do not** create a Banner Security Request until all employee information has been updated correctly.

5. Job Information section displays the current information on file. Verify the following information: Position, Job Effective Date/End Date, and Title. If the information is correct, proceed to Supervisor Information section. If any of this information is incorrect, please contact Human Resources Information Processing @ 328-9891. **Do not** create a Banner Security Request until all employee information has been updated correctly.

6. Verify Supervisor Information. If the Supervisor information is correct, proceed to Banner Security Request. If the information is incorrect, click UPDATE under the Action column and make updates as needed. If the Supervisor Information is not listed, your supervisor must claim you in the “Reporting Structure” application. (The “Reporting Structure” application is located on Pirate Port.) **Do not** create a Banner Security Request until all supervisor information has been updated correctly.

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

8. The Xtender Security Access Form displays each Application (BSOM, Finance, Financial Aid, HR, etc.). Click on the drop down box to select user roles. Finance users should request “B-F-DOCS Banner Finance Purch/AP” from the “FINANCE” drop down.
   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.

9. The Privilege section grants security to view and/or print. Select “View”
10. Click “Submit”

11. Click “Submit”

12. The “Confidentiality Agreement” will display, read the agreement and click ok.

13. The “Sensitive Data Agreement” will display, read the agreement and click ok.

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

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

16. 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.

17. If you have questions concerning the Banner Finance Security Instructions, please contact Stephanie Stroud webers@ecu.edu or Penney Doughtie doughtiep@ecu.edu

****If requesting Third Party Access, Sensitive Data Access, or a special comment, the user must first click the desired Module (HR, FINANCE, STUDENT, etc.) then click submit. Next, type in the comment or select the Third Party Access or Sensitive Data Access application as needed. Click submit.