**Helpful Financial Services Websites**

- Financial Services Website: https://financialservices.ecu.edu/
- Systems Coordination Website: https://financialservices.ecu.edu/systems-coordination/
- Banner Finance Security Website: https://financialservices.ecu.edu/systems-coordination-banner-security/

**How to Register for Banner Finance Training**

*Log onto Pirate Port located on ECU's website* https://pirateport.ecu.edu/

*Click 'Cornerstone Employee Training'
*Enter PirateID and Password
*Click Home Tab
*Click Welcome

*Click Browse for Training

**Helpful Banner Finance Training** https://financialservices.ecu.edu/systems-coordination-banner-training/

- ECU Banner Finance Training for New Users (required prior to requesting security)
- Banner Finance 101/102 FOAPAL & Finance Self Service
- Banner Finance 103 Banner Admin Pages
- e~Print Report Training
- Financial Monthly Departmental Review Training
- Journal Entry Training ~ Banner Admin Pages
- Journal Entry Training ~ Finance Self Service

- Fixed Assets Training
- Intro to Financial Services Processes
- Chrome River Travel Training
- ODS and Quick Query Training
- PORT Purchasing and Approval Training
- Chrome River ProCard

**Getting Started in Banner Finance** https://financialservices.ecu.edu/systems-coordination-banner-training/

*Complete ECU Banner Finance Training for New Users. Click here to register.
*Complete the Banner Security Form. Log into PiratePort
*Will you work with Grant funds? (funds that begin with 21)
*Will you create cash deposits?
*Will you inventory Fixed Assets?
*Will you view budgets or monthly departmental review process?
*Will you create journal vouchers?
*Will you approve journal vouchers?
*Will you create purchase requisitions? (PORT)
*Will you approve purchase requisitions? (PORT)
*What is the departmental ship to code?
*What is the departments organization numbers?
*Will you view documents? (Xtender)

**Request Banner Finance Security Access**

*Log onto Pirate Port located on ECU's website Log into PiratePort
*Click 'Banner Security Request'
*Follow website instructions https://financialservices.ecu.edu/systems-coordination-banner-security/

Contact Penney Doughtie at doughtiep@ecu.edu or Petula Rose at rosep@ecu.edu regarding Banner Finance Security Questions

East Carolina University | Financial Services | Systems Coordination | revised 1/5/2022 by Penney Doughtie