

How to Request Banner Finance Security to Enter a Departmental Deposit in Banner Admin Pages

Step 1 Complete Required Training

- 1) Complete “ECU Banner Finance Training for New Users,” this online training is required for all employees prior to requesting Banner Finance Security. [Register for online training](#).
- 2) Complete Departmental Deposit Training, register in [Cornerstone](#).
- 3) Complete the online [Xtender Training](#)

Step 2 Review Current Banner Security

[Log into ecuBIC](#) to view your current security access. Next enter your PirateID using all upper case and click ‘View Report.’

Step 3 Submit a Banner Finance Security Request Log onto [PiratePort](#)

- 1) Click “Banner Security Request”
- 2) Click “Request Security” from the Options Box located in the left-hand box.
- 3) Verify Security Form Information
 - a. Verify **Requester 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, click [HR Supervisor Update](#). **Do not** create a Banner Security Request until all supervisor information has been updated correctly.

Supervisor Information		
Pirate ID	Action	Message
rosep	UPDATE	none

- 4) Under Banner Security Request, click the word **Finance**.
- 5) Click on the drop-down box beside Accounts Receivable and select **“AR Department Misc Cash Receipt.”**
- 6) If other security classes are needed, select from the drop-down list, the [security class explanation](#) will identify each area.
- 7) The “Organization Security” section determines the organization access. The ORGN Code list should include all ORGNs that are within your department. Be sure not to delete current ORGN codes. To select multiple organizations, press the control key.
- 8) Click “Submit” in the bottom right corner.
- 9) Click “Submit” on the main request screen.
- 10) The “Confidentiality Agreement” will display; read the agreement and click ok.
- 11) The “Sensitive Data Agreement” will display; read the agreement and click ok.
- 12) The security request has not been submitted if the agreements are not displayed.
- 13) A confirmation message will display above the form. Modifications are not allowed until the request is approved/disapproved.
- 14) To view the status of the security request, log onto PiratePort, select Banner Security Request. Below the form is a history log of requests made by the user. Click on the most recent reference number.
- 15) For more information, visit the [Systems Coordination website](#).
- 16) If you have questions concerning the Banner Finance Security Instructions, please contact Systems Coordination at syscoord@ecu.edu.

NOTE: Xtender Security is also required to enter a deposit. Please complete the [Xtender Instructions for Deposits](#).