

### Instructions for Departmental Approval of the Banner Finance Security Form

1. Log In Pirate Port: <https://pirateport.ecu.edu/>
2. Click "Banner Security Request".
3. Click "Department Requests" located on the left In the Options box.
4. Click on the Request ID, closely review the employee's selected security roles for each sub module, 3<sup>rd</sup> party access, comments, and sensitive data.
5. Scroll to the bottom of the form, if the security request is correct, click "approve", if incorrect, click "deny". Type a detailed explanation that explains the reason the security request was denied in the comments box.
6. A confirmation message will display above the form. An automated email message will be sent to the user.
7. Contact Penney Doughtie [doughtiep@ecu.edu](mailto:doughtiep@ecu.edu) with questions concerning the Banner Finance Security Instructions.