Instructions for Departmental Approval of the
Banner Finance Security Form

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

2. Click "Banner Security Request".


4. In the Options box located on the left, click “Department Requests”.

5. Click on the Request ID, closely review the employees selected user’s role for each sub module, 3rd party access, comments and sensitive data.

6. Scroll to the bottom of the form, if the security request is correct, click “approve”, if incorrect, click “deny”. Type any comments that explain the reason the security request was denied.

7. A confirmation message will display above the form. An automated email message will be sent to the user.

8. To view the status of the security request, log onto Pirate Port, click "Banner Security Request". Below the form is a history of request, click on the most recent reference number.

9. If you have questions concerning the Banner Finance Security Instructions, please contact Penney Doughtie doughtiep@ecu.edu or Petula Rose rosep@ecu.edu.