Instructions for Requesting Fixed Assets Banner Finance Security

** General Ledger security access requires you to complete the ECU Banner Finance Training for New Users, this online training is required for all employees prior to requesting Banner Finance Security.   Click here.

Submit a Banner Finance Security Request

1. Log onto PiratePort: https://pirateport.ecu.edu/

2. Click   "Banner Security Request".

3. Click "Request Security" from the Options Box located in the left-hand box.

4. Verify Security Form Information

    1. 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

    2. 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

    3. 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

5. Under Banner Security Request, click the word <u>Finance.</u>

6. Click on the drop-down box beside General Ledger, select "**GL Data Inquiry and Budget Transfers**."

7. Click on the drop-down box beside Fixed Assets, select "**FX Inquiry**."

8. This security will only allow user to view Fixed Assets information in Banner Admin Pages, ePrint Reports and ecuBIC reports.

9. The "Organization Security" section determines the organization access. Select the Organizations for your department.

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

16. If you have questions concerning the Banner Finance Security Instructions, please contact Penney Doughtie at doughtiep@ecu.edu