Instructions for Requesting General Ledger Banner 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 to register](https://financialservices.ecu.edu/systems-coordination/).

Submit a Banner Finance Security Request

1. Log onto PiratePort: [https://pirateport.ecu.edu/](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](mailto:HRIS@ecu.edu) or call 328-9847. **Do not** create a Banner Security Request until all employee information has been updated correctly.

   

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<th>Requester Information</th>
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<td><strong>ECU ID</strong></td>
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   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](mailto:HRIS@ecu.edu) or call 328-9847. **Do not** create a Banner Security Request until all job information has been updated correctly.

   

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   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.

   

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<td><strong>Pirate ID</strong></td>
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5. Under Banner Security Request, click the word Finance.

6. Click on the drop-down box beside General Ledger, select the security class that is needed for your job duties. Click here to view a security class explanation list.

7. If other security classes are needed, select from the drop-down list, the security class explanation will identify each area.

8. The “Organization Security” section determines the organization access. Select the Organizations for your department. To select multiple organizations, press the control key.

9. Click “Submit”

10. Click “Submit”

11. The “Confidentiality Agreement” will display, read the agreement, and click ok.

12. The “Sensitive Data Agreement” will display, read the agreement, and click ok.

13. A confirmation message will display above the form. Modifications will not be allowed until the request is approved/disapproved.

14. 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.

15. If you have questions concerning the Banner Finance Security Instructions, please contact Chance Kornegay kornegaych19@ecu.edu or Penney Doughtie at doughtiep@ecu.edu