Instructions for Requesting Banner Finance Security

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

2) Click Banner Security Request

3) Verify Requestor Information, review the ECU Banner ID, Name, and Home Org. If the Requestor Information is correct, proceed to the Supervisor Information section. 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.

4) Verify Supervisor Information. If the Supervisor information is correct, proceed to Banner Security Request. If the Supervisor 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 supervisor information has been updated correctly.

5) Under Banner Security Request, click the word Finance.

6) Click on the drop-down box beside General Ledger, select “GL SSB Inq & Budget Transfers.”

7) The “Organization Security” section determines the organization access. Select the departmental Organization codes. To select multiple organizations, press the control key.

8) Select Banner Finance security access as needed. Contact Penney Doughtie doughtiep@ecu.edu or Petula Rose rosep@ecu.edu with questions.

9) Click Submit in the bottom right corner.

10) Click Submit on the main request screen.

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.

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13) The security request has not been submitted if the agreements are not displayed.

14) A confirmation message will display above the form. Modifications are not allowed until the request is approved/disapproved.

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

16) Contact Penney Doughtie at 328-2706 doughtiep@ecu.edu or Petula Rose rosep@ecu.edu with questions concerning the Banner Finance Security Instructions.

****If requesting Third Party Access, Sensitive Data Access, or a special comment, the user must first click the desired Module (HR, FINANCE, STUDENT, etc) then click submit. Next, type in the comment or select the Third-Party Access or Sensitive Data Access application as needed. Click submit.