Instructions for Requesting ProCard Only Security  
(Shopper or Shopper/Reconciler)

** ProCard security access requires two training sessions:

1. 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.
2. ProCard Training, register on Cornerstone

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.

<table>
<thead>
<tr>
<th>Requester Information</th>
<th>Name</th>
<th>Pirate ID</th>
<th>Home Org</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Penney B Doughtie</td>
<td>doughtie</td>
<td>240981 - AFH Systems Coordination</td>
</tr>
</tbody>
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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 or call 328-9847. Do not create a Banner Security Request until all job information has been updated correctly.

<table>
<thead>
<tr>
<th>Job Information</th>
<th>Posn-Suff-Type</th>
<th>Job Eff Date</th>
<th>Job Beg-End</th>
<th>Status</th>
<th>Change Reason</th>
<th>Emp Group</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>901301-00-P</td>
<td>11/01/18</td>
<td>11/01/18</td>
<td>A</td>
<td>HR Updates</td>
<td>SHRA Permanent</td>
<td>12245 Tech Support Analyst</td>
</tr>
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3. Verify Supervisor Information. If the Supervisor PirateID is incorrect, please submit a Team Dynamix ticket to update the user’s supervisor. Do not create a Banner Security Request until all supervisor information has been updated correctly.

<table>
<thead>
<tr>
<th>Supervisor Information</th>
<th>Pirate ID</th>
<th>Action</th>
<th>Message</th>
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<tbody>
<tr>
<td></td>
<td>rosep</td>
<td>UPDATE</td>
<td>none</td>
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5. Under Banner Security Request, click the word Finance.

6. Click on the drop down box beside Purchase Order select:
   “PORT ProCard Only-Shopper” if only a Shopper.
   “PORT ProCard Only-Reconciler-Shopper” if a Reconciler** and Shopper.

7. This security will only allow user to have a ProCard. This security will not allow purchase requisitions or purchase approvals. If a user has Purchasing Security, the ProCard is included.

8. The “Organization Security” section determines the organization access. Select the Organizations for your department. Procard purchases can only be charged to the selected organizations. To select multiple organizations, press the control key.

9. Click “Submit” in the bottom right corner.

10. Type the following message in the Comments box.
    “Please grant ecuBIC and ODS access.”

11. Click “Submit” on the main request screen.

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. Contact Systems Coordination at syscoord@ecu.edu with questions concerning the Banner Finance Security Instructions.