

Instructions for Supervisor Approval of the Banner Finance Security Form

1. Log In Pirate Port: <https://pirateport.ecu.edu/>
2. Click "Banner Security Request".
3. Click "Supervisor Requests" located on the left in the Options box.
4. Click on the Request ID, closely review the employee's selected security roles for each sub module, 3rd party access, comments, and sensitive data.
5. Scroll to the bottom of the form, if the security request is correct click "approve", if incorrect, click "deny". Type a detailed explanation that explains the reason the security request was denied in the comments box.
6. A confirmation message will display above the form. An automated email message will be sent to the user.
7. Contact Penney Doughtie doughtiep@ecu.edu.