Instructions for Supervisor Approval of the Banner Finance Security Form

1. Log In Pirate Port: [https://pirateport.ecu.edu/](https://pirateport.ecu.edu/)

2. Click "Banner Security Request".

3. In the Options box located on the left, click “Supervisor Requests”.

4. Click on the Request ID, closely review the employees selected user 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 any comments that explain the reason the security request was denied.

6. A confirmation message will display above the form. An automated email message will be sent to the user.

7. To view the status of the security request, log onto Pirate Port, click "Banner Security Request". In the Options box located on the left, click "Approval History", then select the desired request ID number.

8. If you have questions concerning the Banner Finance Security Instructions, please contact Penney Doughtie [doughtiep@ecu.edu](mailto:doughtiep@ecu.edu) or Petula Rose [rosep@ecu.edu](mailto:rosep@ecu.edu).