Instructions for Requesting Xtender Security

B_F_DOCS to view
Accounts Payable Invoices, Travel Documents, etc.
Document Prefix I, IX, TM, TV

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>ECU ID</th>
<th>Name</th>
<th>Pirate ID</th>
<th>Home Org</th>
</tr>
</thead>
<tbody>
<tr>
<td>E00397311</td>
<td>Penney B Doughtie</td>
<td>doughtie</td>
<td>249001 - AFH Systems Coordination</td>
</tr>
</tbody>
</table>

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>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>991301-99-P</td>
<td>11/01/18</td>
<td>11/01/18</td>
<td>A</td>
<td>HR Updates</td>
<td>SHRA</td>
<td>12249 Tech Support Analyst</td>
</tr>
</tbody>
</table>

3. Verify Supervisor Information. If the Supervisor PirateID is incorrect, please submit a Team Dynamix ticket to update the user’s supervisor. Click Link: https://ecu.teamdynamix.com/TDClient/1409/Portal/Requests/ServiceDet?ID=31677 **Do not** create a Banner Security Request until all supervisor information has been updated correctly.

<table>
<thead>
<tr>
<th>Pirate ID</th>
<th>Action</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>rosap</td>
<td>UPDATE</td>
<td>none</td>
</tr>
</tbody>
</table>

5. Under Banner Security Request, click Xtender
(On the word Xtender, not the check box)
6. The Xtender Security Access Form displays each Application (BSOM, Finance, Financial Aid, HR, etc.). Click on the drop down box to select user roles. Finance users should request “B-F-DOCS Banner Finance Purch/AP” from the “FINANCE” drop down.

7. The Privilege section grants security to view and/or print. Select “View”

8. Click “Submit”

9. Click “Submit”

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

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

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

13. An automated email will be sent to your supervisor stating that a security request in their approval queue.

14. To view the status of the security request, log onto Pirate Port, Under the Tools tab, select "Banner Security Request", listed under Security. 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 Penney Doughtie doughtiep@ecu.edu.