Instructions for Requesting Banner Finance Security

1. Log onto Pirate Port: https://www.pirateport.ecu.edu
2. Under the Tools, then under Security, select "Banner Security Request".
3. Requestor Information section displays the current information on file. Verify the following information: ECU ID, Name, and Home Org. If the ECU ID, Name, and Home Org are correct, proceed to Supervisor Information section. If any of this information is incorrect, please contact Human Resources Information Processing @ 328-9891. **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 information is incorrect, click UPDATE under the Action column and make updates as needed. If the Supervisor Information is not listed, your supervisor must claim you in the “Reporting Structure” application. (The “Reporting Structure” application is located on Pirate Port, Tools, Human Resources. **Do not** create a Banner Security Request until all supervisor information has been updated correctly.

If you already have Banner Finance Security access, please follow ADDING ORG INSTRUCTIONS. If you do not have any Banner Finance Security & only have a Procard, scroll down till you see PROCARD ONLY Instructions.

**ADDING ORG INSTRUCTIONS**

Under Banner Security Request, Request Access For, click on the word Finance. Under “Organization Security”, Organizations Selected, it will show the org access you currently have. If you need to add other orgs for your Procard, on the right-hand side is a list of all the orgs available. Scroll down until you find the org you need. **Be sure to hold down the CTRL key & then click on the org you need to add.** The org selected will show up under the Organizations Selected column. **Be sure to hold down the CTRL key & select the orgs that are needed until all orgs are added.** Check the orgs under Organizations Selected to make sure all orgs are there.

Click “Submit”. This will bring you back to the 1st page. Scroll down & click on Submit. The “Confidentiality Agreement” will display, read the agreement and click ok. The “Sensitive Data Agreement” will display, read the agreement and click ok. A confirmation message will display above the form. Modifications will not be allowed until the request is approved/disapproved.

5. To view the status of the security request, log onto Pirate Port, Tools, Security, "Banner Security Request". At the bottom of the form you will see Security Request History for XXXXX (user’s name). It will show the request ID, the security module, the date of the request & status.

6. If you have questions concerning the Banner Finance Security Instructions, please contact Anne Suggs at 328-2663 suggsa@ecu.edu or Penney Doughtie at 328-2706 doughtiep@ecu.edu

**PROCARD ONLY INSTRUCTIONS**

1. Log onto Pirate Port: https://www.pirateport.ecu.edu
2. Under the Tools, Security, select "Banner Security Request".
3. Requestor Information section displays the current information on file. Verify the following information: ECU ID, Name, and Home Org. If the ECU ID, Name, and Home Org are correct, proceed to Supervisor Information section. If any of this information is incorrect, please contact Human Resources Information Processing @ 328-9891. **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 information is incorrect, click UPDATE under the Action column and make updates as needed. If the Supervisor Information is not listed, your supervisor must claim you in the “Reporting Structure” application. (The “Reporting Structure” application is located on Pirate Port, under the Tools tab, in the Employee box.) **Do not** create a Banner Security Request until all supervisor information has been updated correctly. Under Banner Security Request, Request Access For, click on the word Finance.
On this page, all of the different modules should have NONE beside them. Click on the drop down arrow beside PORT Access Role & click on PORT Procard Only. To add the orgs you need access to for the Procard, scroll down the list of all the orgs until you see the one you need. Click on the org & it will move it under Organizations Selected. If you need to add more orgs, **be sure to hold down the CTRL key & then click on the org you need to add. The org selected will show up under the Organizations Selected column. Be sure to hold down the CTRL key & select the orgs that are needed until all orgs are added.** Check the orgs under Organizations Selected to make sure all orgs are there. Click “Submit”. This will bring you back to the 1st page. Scroll down & click on Submit. The “Confidentiality Agreement” will display, read the agreement and click ok. The “Sensitive Data Agreement” will display, read the agreement and click ok. A confirmation message will display above the form. Modifications will not be allowed until the request is approved/disapproved.

5. To view the status of the security request, log onto Pirate Port, Tools, Security, "Banner Security Request". Below the form is a history of request, click on the most recent reference number.

6. If you have questions concerning the Banner Finance Security Instructions, please contact Anne Suggs at 328-2663 suggsa@ecu.edu or Penney Doughtie at 328-2706 doughtiep@ecu.edu

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