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Enter your information

PiratePort ¹⁾			
Admissions	10		^
Apply to ECU	₿ ECU		
Brody School of Medicine Admissions			
Dental School Admissions			
Graduate Admissions	Pirate ID *	×	
International Graduate Admissions	Password *	×	
International Undergraduate Admissions	LOGIN		
Click LOGIN			

Click on PETS-Surplus Processing

PiratePort ¹⁾	Q What do you want to do today	?		은 Deidre Griffin -
1/2 IMPORTANT DATES	S: SPRING 2020	2/2	New PiratePort	
IMPORTANT DATES Spring 2020: (Read	More]	You spoke. We listened. The new P most while adding the convenience yo	PratePort keeps the features you rely on u requested: [Read More]	
Cornerstone Employee Tra 🗶	🔺 People Admin 🗶	PETS - Surplus Processing	PORT - Purchasing Request	8
Banner Self Service	Travel Request System	Banner 9	Employee Self Service	
Opens Banner Self Service to T manage common Banner tasks for students and employees.	The Travel Request System should be used to request and document all nuthorizations to travel for travel costs.	Access the Finance, HR/Payroll or Student Banner Modules. Banner access requires training and supervisor approval.	Manage employee information including my profile and my team Contains personal details, phone number, address, emergency contact, and pay information.	ъ. •
SUGGESTED	SUGGESTED	C RECENT		ECENT
> PETS - Surplus Processing	Piratedrive	AIR - COI and External Acti	E About PiratePort	
PETS (Property Equipment Tracking P System) is the surplus property o tracking system for ECU. F	Piratedrive is approved for storage of sensitive ECU information, such as ERPA or research data.	Link to AIR conflict of Interest/external activity for Pay (EPAP) software	A link to information on the PiratePort portal.	

Click Departments



Click Department Profile

	EC	U SURPLUS PROPERT SOFTWAR	Y E			Welcome, Renee' Griffin Logged in as Admin for Surplus Property Department	× Menu	🕩 Logout	Help
To Do	o Lis [.]	Г					🛱 To Do L	IST	
	Surplus Pickup Requests			lests	Scheduling				•
						DEPART	MENT PROFILE		
	CURRENT IASKS COMPLETED					DEPARTI	MENT INVENTOR	Y	
	C Task Type Date Module		Module	Task Details					
	Disposal Request 04/20/2020 Scheduling : Pickups De		Scheduling : Pickups Deliveries	s DR# 33822 incoming Turn into Surplus for Pickup Scheduling.		SURPLUS PICKUP		ESTS	
							REQUES	TRACKING	

Type in your Department Name (You may need to use % in front of name) Ex. %Rec result gave CRW Recreation.....

	RPLUS OPERTY FTWARE			Welcome, Renee' Griffin Logged in as Admin for Surplus Property Department		🕞 Logout	Help
DEPARTMENTS: D)EPARTMENT	Profile					
SEARCH	DEPARTMENT	USERS					
Search by			×				
Department N	lame		~	Search		Cancel	
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Click Search

Click the Pencil

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	De	partment Name)	 Surplus 	Se	earch	Cancel	
	A	Org#	Department Name	Phone	Address			7
	 	230602	Surplus Property Department	(252) 328-9941 x 221	Central Stores #215C , 1150 S Greene St			•
						Total Records: 1		
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Click Users

	ECU Surplu Proper Softwa	S TY RE					Welcome, Renee Logged in as Adm Surplus Proper	' Griffin /in for ty Department	≡ Menu	🕩 Logout	HELP
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	SEARCH DEPA	RTMENT									
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	Department Name					Org#		Short Name			
	Surplus Property Dep	partment				230602		Surplus			
	Addresses			Add	New	Phones				Add New	
		EET #214D , 1104 Clark Str	eet , Greenville NC, 27858		1	(252) 328-9941 Dept.	. Main Phone			 Image: Constraint of the second second	
	Central Store	es #215C , 1150 S Greene S	t , Greenville NC	ø	1						
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Click New User

	ECU SURPLUS PROPERTY SOFTWARE			Welcome, Renee&A Logged in as Admin Surplus Property	POS; GRIFFIN FOR DEPARTMENT	🕒 Logout	HELP
DEPA	RTMENTS: DEPARTMENT	Profile					
	SEARCH DEPARTMENT Surplus Property Department	Useriş					
	Individual Name		Title	Security Level	Phone	Е .	r
	Admin Admin		Admin	Administrator	(252) 328-9941		ť
					Total Records: 10		
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Enter First Name Then Last Name and Job Title skip SPO Role as doesn't relate to Departments Then Email \mathbf{n}

	SURPLUS PROPERTY SOFTWARE				Welcome, Renee&A Logged in as Admin	POS; GRIFFIN FOR DEPARTMENT		€ L	ogout	1 Help
DEPA	ARTMENTS: DEPARTMENT PROFILE	DEPARTMENT USER								
	Gordon Bennett	Assign Existing User				(520) 297-362	3			Û
	Chuck Boulineau				×	(252) 328-192	.4		6	1
	Carol Cutler				Notes:	(252) 328-994	1			1
	Sean Galarneau	First Name Last	Name	Job Title	SPO Role	(252) 328-993	5			0
	Elaine Garris	Email		Security Level		(252) 328-628	9			D
	Renee' Griffin			~		(252) 328-994	1			Û
	Charles Littleton	Phones	Add New	Authorized for		(252) 328-994	1		<i>.</i>	Û
	Jane Manning					(252) 328-994	1		6	1
	Service Driver Moving					(252) 328-994	1			Û
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a 2020 M	eb Data Comparation All Dickis Descend		<u>N</u> ew	/ User						
S 2020 VV	eb Data Corboration. An Numb Reserved.									

Select Administrator to enter and approve all request OR Select User if they may only enter items and then they will have to Select the Administrator for PETS for the department to review and Authorize all request

Click Add New

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DEPARTMENTS: DEPARTMENT PROFILE	DEPARTMENT US	ER								
Gordon Bennett	Assign Existing User				(520) 297-3623	3			Û	
Chuck Boulineau				~	(252) 328-1924	4			Û	
Carol Cutler				Notes:	(252) 328-994	1			Û	
Sean Galarneau	First Name	Last Name	Job Title	SPO Role	(252) 328-9935	5			Û	
Elaine Garris	Test	Account	Admin Assoc	~	(252) 328-6289	Э			Û	
Renee' Griffin	griffinde15@ecu.edu		Administrator	~	(252) 328-9947	1			1	
Charles Littleton	Phones	Add New	Authorized for		(252) 328-994	1			Û	
Jane Manning					(252) 328-9947	1		A	Û	
Service Driver Moving					(252) 328-9947	1			Û	
	Si	ave		Cancel	Total Re	cords: 10				
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Enter Phone Number and for Ext. Enter Mail Stop # (This is how Surplus knows where to mail your labels)

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	Sean Galarneau	First Name	Last Name	Job Title	SPO Role		(252) 328-993	35			Û
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	Renee' Griffin	griffinde15@ecu.edu		Administrator	~		(252) 328-994	11			Û
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	Service Driver Moving						(252) 328-994	11			1
			Save		Cancel		Total Re	ecords: 10			
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Click Save

Click the box so it Authorizes the Administrator (not for Users) that was just added to the system, it will become green

	ECU SURPLUS PROPERTY SOFTWARE				Welcome, Renee&A Logged in as Admin	POS; GRIFFIN FOR DEPARTMENT	≡Мели	G L	? Help
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	SEARCH DEPARTMENT USERS	Assign Existing User Select:			~				
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	Chuck Boulineau	admin@admin.admin			Administrator ~	(252) 328-19	24		D
	Carol Cutler	Phones	Add New	Authorized for		(252) 328-99	41		D
	Sean Galarneau	(252) 328-9941 Phone	e 🛍	Dept# 230602 : Department	Surplus Property	(252) 328-99	35		D
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	Renee' Griffin	Save		Ca	ancel	(252) 328-99	41		D
	Charles Littleten			Administrative Support	Lloor	(252) 228 00	44		

Next page is to remove a user

To Remove a User Click trash can icon by Users Name

	ECU	SURPLUS PROPERTY SOFTWARE				Welcome, Renee&ai Logged in as Admin Surplus Property	POS; GRIFFIN FOR DEPARTMENT	🕞 Logout	Help
DEPA	RTMENTS:	DEPARTMENT	Profile						
	SEARCH DEPARTMENT USERS								
	Surplus Pro	Surplus Property Department							
	Individual Na	ime			Title	Security Level	Phone	E	7
	Admin Admin			Admin	Administrator	(252) 328-9941			

Click OK

	ECU. SOFTWARE		Welcome, Reneesa Logged in as Admin Surplus Property	pos; Griffin i for Department	ΞΜενυ	€ L	.0GOUT	Ø	Help
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	Surplus Property Department								
	Individual Name	Are you sure you want to delete this record?	Security Level	Phone		E		۲	
	Admin Admin		Administrator	(252) 328-994	11			۵	
	Cardon Ronnott	OK Cancer	Administrator	(520) 207 360	03			-	

Next page is to edit a user

To Edit any info for any User Click Pencil by the name needing changes

	ECU. SURPLUS PROPERTY SOFTWARE		Welcome, Renee&ar Logged in as Admin Surplus Property	FOR ENDEPARTMENT	🕞 Logout	7 Help
DEPA	RTMENTS: DEPARTMENT PROFILE					
	SEARCH DEPARTMENT USERS					
	Surplus Property Department					
	Individual Name	Title	Security Level	Phone	E	T
	Admin Admin	Admin	Administrator	(252) 328-9941		

Make changes as needed

	ECU SOFTWARE				Welcome, Renee& Logged in as Admi	POS; GRIFFIN FOR DEPARTMENT		🕩 L	.ogou1	HELP
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	Gordon Bennett	Email		Password	Security Level	(520) 297-36	23			Û
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	Charles Littleton			Administrative Support	User	(252) 328-99	41			

Click Save once done /