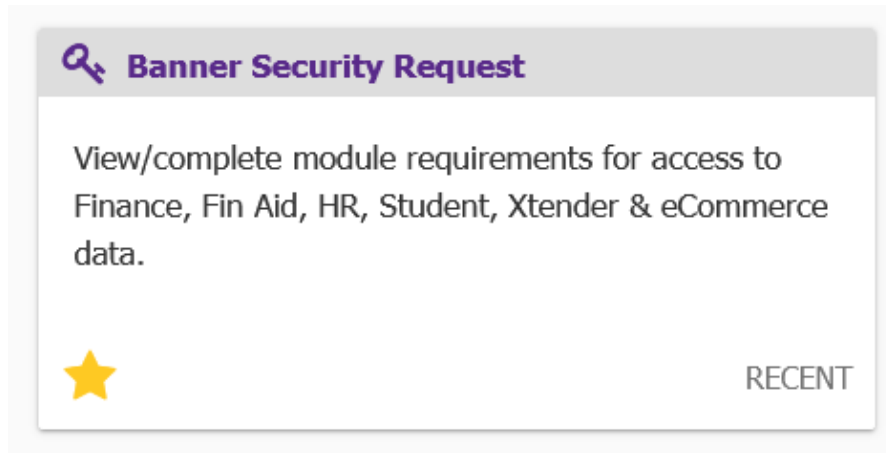


# Banner Security Request for PORT Access



1. Navigate to the Banner Security Request through [PiratePORT](#).

**Banner Security Request**

Request Access for:  **Finance**  Financial Aid  Human Resources  
 Student  Xtender  eCommerce

**Sensitive Data Access**

SSN  
 PIN  
 Termination/LOA Reason  
 ECU ID Search

**Comments:**  
Use this area to enter any relevant job information or to request additional access that is not offered in the module requirements or on this form. A maximum of 200 characters are allowed.

\* 200 character max

2. On the Banner Security Request screen, click on Finance.

**Purchasing & Procurement** [Help](#)

**Purchase Order:** NONE  **Ship-To:** NONE

Total Contract Manager: NONE

Total Supplier Manager: NONE

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**Organization Security** [Help](#)

\*to select more than one hold the CTRL key while selecting

Organizations Selected:

NONE

NONE

10 -CH Chancellor

101 -CH Chancellor Office

1011 -CH Chancellor Office

101101-CHH Chancellor Office

101103-CH Chancellor Leadership Academy

101104-CH ACE Fellow

101105-CH Chancellor Search

101106-CH COVID

101107-CH COVID PPE

1012 -CH Chancellor Other

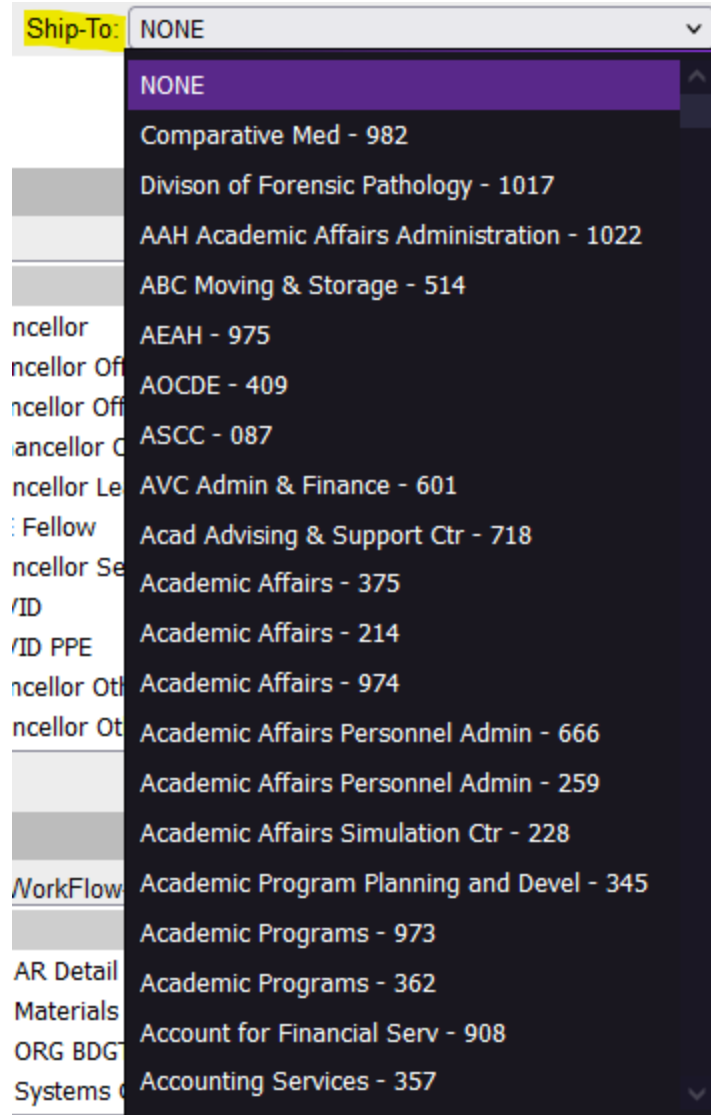
101201-CH Chancellor Other

\*to select more than one hold the CTRL key while selecting

3. A new window will open. For getting access to PORT, only select the highlighted fields in Purchasing & Procurement section (shown above).

Purchase Order:	NONE
Total Contract Manager:	NONE
Total Supplier Manager:	PORT AP
Organization Security <a href="#">H</a>	PORT Administrator
	PORT Buyer
Organization	PORT Division Approver
NONE	PORT ECU Approver
	PORT Forms Approver
	PORT Forms Entry
	PORT MM
	PORT Medical Stores Clerk
	PORT Medical Stores Manager
	PORT Procard Only-Reconciler-Shopper
	PORT Procard Only-Shopper
	PORT Reporting
	PORT Requisitioner
Third Party Access <a href="#">Help</a>	PORT Shopper
Workflow-Fi	PORT Storeroom
	PORT Stores Clerk
	PORT Stores Manager
	PORT Supplier Administrator

4. Purchase Order section is where you will select your role. **ProCard and Shopper Roles do not require training:**
- PORT Requisitioner** – creates requests (requisitions) for purchase orders and receiving once goods and services have been delivered (most common role)
  - PORT Division Approver** – creates requisitions and approves requisitions for specified Organizations.
  - PORT ECU Approver** – for grant office & foundation approver end-users only.
  - PORT Shopper**- Only creates PORT shopping carts and must assign the cart to a PORT Requisitioner for submission.
  - PORT ProCard Only**- Can only submit orders to approved ProCard suppliers and requires user to have a ProCard.



5. The Ship-To field will set your default shipping address. Only one address is required for gaining PORT access.
  - a. Ship-To is different from Mail Stop.
  - b. You can add multiple other addresses once PORT access has been granted.
  - c. If any assistance with finding an address is needed, please reach out to [PORT@ecu.edu](mailto:PORT@ecu.edu).

NONE

**Organizations Selected:**

- NONE
- 10 -CH Chancellor
- 101 -CH Chancellor Office
- 1011 -CH Chancellor Office
- 101101-CHH Chancellor Office
- 101103-CH Chancellor Leadership Academy
- 101104-CH ACE Fellow
- 101105-CH Chancellor Search
- 101106-CH COVID
- 101107-CH COVID PPE
- 1012 -CH Chancellor Other
- 101201-CH Chancellor Other

6. Organization Security will determine what Orgs PORT users can submit requisitions for.
  - a. Select all Orgs that you will be submitting requisitions for. You can select multiple single Orgs or rollups. If you are not sure, please reach out to your supervisor or business officer.
  - b. To select more than one Org hold down the CTRL key while selecting.
  - c. Please make sure you have access to your Home Org as Banner will reject requisitions submitted by users if its not present under Org Security. Home Org can be found at the top of your Banner Security Request screen under Requester Information.

**Purchasing & Procurement** [Help](#)

Purchase Order:  Ship-To:

Total Contract Manager:

Total Supplier Manager:

---

**Organization Security** [Help](#)

**Organizations Selected:**  
230601-AFH Purchasing

\*to select more than one hold the CTRL key while selecting

2302 -AF University Printing and Graphics

230201-AFH University Printing and Graphic

230202-AFH Mail Services

230203-AF Mail Services Other

2304 -AF One Card

230401-AFH One Card

2305 -AF Student Stores

230501-AFH Student Stores Admin

230502-AFH Vending Operations

230503-AF Business Services Overhead

2306 -AF Materials Management

230601-AFH Purchasing

\*to select more than one hold the CTRL key while selecting

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**Third Party Access** [Help](#)

**WorkFlow-Finance Roles Selected:**

**WorkFlow-Finance Options**

NONE

WFFIN AR Detail

WFFIN Materials Management EPROC

WFFIN ORG BDGT APPROVER

WFFIN Systems Coordination

\*to select more than one hold the CTRL key while selecting

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**Non-Banner Payroll (For Payroll Staff Only)**

IRS EFTPS:

IRS FIRE:

SSA:

Windstar:

- Once you have finished populating information in the Purchasing & Procurement section, scroll down and click submit. (image above is an example)

## Banner Security Request

Request Access for:

**Finance**

Student

Financial Aid

Xtender

Human Resources

eCommerce

### Sensitive Data Access

SSN

PIN

Termination/LOA Reason

**ECU ID Search**

### Comments:

Use this area to enter any relevant job information or to request additional access that is not offered in the module requirements or on this form. A maximum of 200 characters are allowed.

\* 200 character max

clear

submit

8. Notice that Finance module has a checkmark beside it. Click submit once more.
  - a. You can also select ECU ID Search, as this will give you access to search for vendors using ecuBIC.
  - b. The Banner Security Request will go through approvals so access will not be granted immediately.

From: [ntdg@ecu.edu](mailto:ntdg@ecu.edu) <[ntdg@ecu.edu](mailto:ntdg@ecu.edu)>

Subject: Banner Security Access request has been granted

\*\*\*\*\* THIS EMAIL WAS GENERATED BY ECU PiratePort - DO NOT REPLY \*\*\*\*\*

REQUEST: \*\*\*\*\*

Your request for Banner Security access (Finance module) has been granted.

The following comments were submitted by IT Security:

A Self Service Banner and ODS account may have also been created.

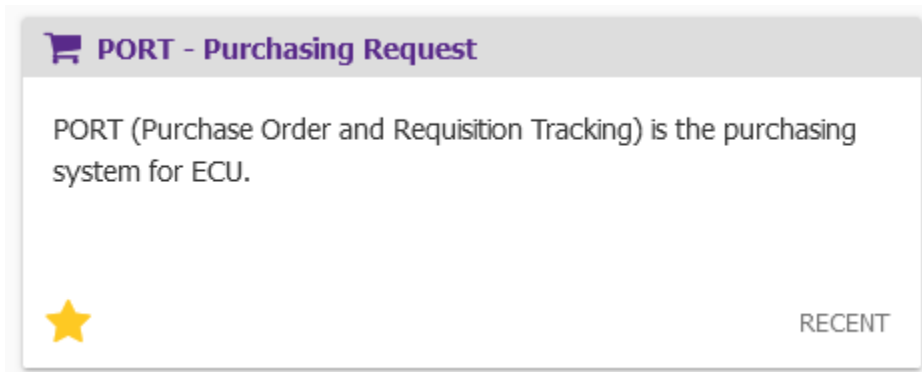
If applicable, you will be contacted separately regarding access to products outside of Banner.

ECU PiratePort

<https://pirateport.ecu.edu/connect/>

\*\*\*\*\* THIS EMAIL WAS GENERATED BY ECU PiratePort - DO NOT REPLY \*\*\*\*\*

9. You will receive an email from [ntdg@ecu.edu](mailto:ntdg@ecu.edu), stating that your Banner Security access has been granted.



10. Go to [PiratePORT](#). You will now see a link for PORT.
  - a. If you are a new user, you will have to wait for the PORT admin to activate your account after you click the link. A message will be displayed letting you know.
  - b. If you see a blank screen after clicking the PORT link, please allow the page through your browser's pop-up blocker.