

How do I get Access to Degree Works (Faculty/Staff)?

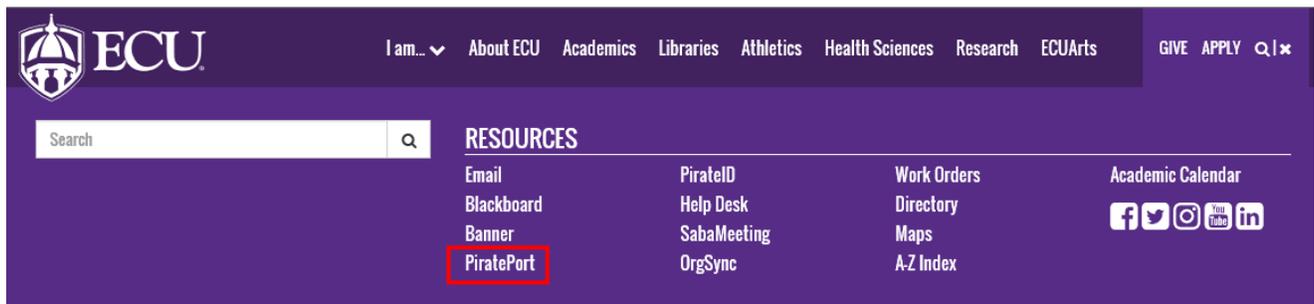
Academic and faculty advisors that are marked as an advisor in Banner and have a student attached to them in banner will automatically get access to Degree Works.

Administrative Assistants, Administrators and others will need to complete the steps below to get access to Degree Works.

1. Go to the ECU Home page <http://www.ecu.edu>.
2. Click on the Hamburger icon at the top of the page.



3. Select the PiratePort link.

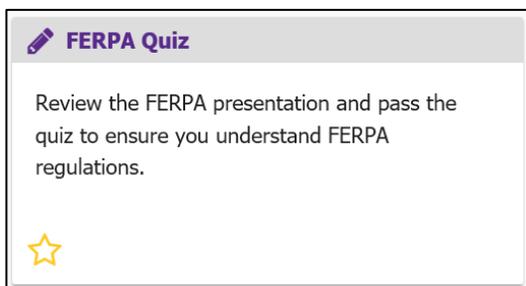


4. Log into Pirate Port with your Pirate ID and Passphrase.

To complete a Banner Security Request, you must be claimed by a Supervisor and have completed the FERPA Quiz.

FERPA QUIZ

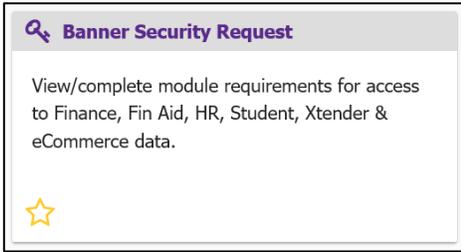
- a) Click the FERPA Quiz card in Pirate Port



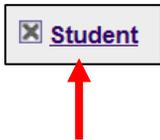
b) Review the FERPA presentation (STEP 1) and Complete the FERPA Quiz (STEP 2).

BANNER SECURITY REQUEST

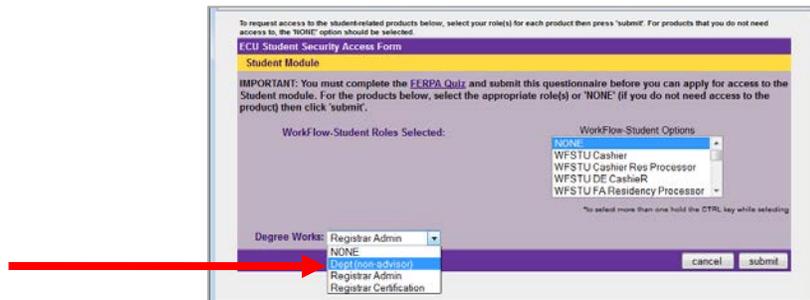
1. Click the Banner Security card in Pirate Port



2. In the Banner Security Request form, click the **Student** link. Make sure that your supervisor knows that he/she will receive an email to approve your access to DegreeWorks - the process stops until that has occurred.



3. In the pop up window, select **Dept (non-advisor)** from the **Degree Works Pull down menu**.



4. Click the **submit** button.

5. In the **Comments** box please type: "Advisor Degree Works access with Faculty Services Tab in Banner Self Service"



6. Click the **submit** button to submit your DegreeWorks Security Request.

Banner Security Request

Request Access for: Cashier Finance Financial Aid Human Resources
 Student Xtender

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.

Sensitive Data Access
 SSN
 PIN
 Termination/LOA Reason
 OneStop ECU ID Search

* 200 character max

clear submit

7. Click OK to Agree to the East Carolina University RCS Administrative Systems Confidentiality Statement.

East Carolina University
 Administrative Systems Confidentiality Statement

I understand and acknowledge that as an employee of East Carolina University (ECU) I have an obligation to protect any and all sensitive information that obtains in the course of my employment whether printed, written, spoken, or electronically produced. (The Family Educational Rights and Privacy Act of 1974 prohibits disclosure of confidential information from a student's record without the student's consent except under certain circumstances, as directed by my supervisor. N.C.G.S. 9-23 and applicable federal regulations prohibit the release of sensitive information from a patient's record without the patient's consent except under certain circumstances, as directed by my supervisor, and, most of the information in an employee's personnel file is considered confidential under N.C.G.S. 120-22, et seq. and the ECU Policy on Social Security Numbers (SSN) and Personal Identifying Information (PII) and N.C.G.S. 75-95, et seq. North Carolina Identity Theft Protection Act prohibits the unauthorized disclosure of SSN or PII. The Gramm-Leach Bliley Act (GLBA) requires the protection and security of personally identifiable information of all university customers' financial data.

By selecting OK you agree to abide by the terms of this agreement.

OK Cancel

8. Click OK to agree to the Administrative Systems Confidentiality Statement.

As a condition of my employment, I understand that all sensitive ECU information must be accessed and maintained in a confidential manner and that I am only authorized to access such information to the extent I am required to do so in the performance of my employment. I further understand and agree to seek my supervisor's direction if and/or when a question arises with respect to disclosure of such sensitive information. I accept complete responsibility for my actions and understand that any violation of the confidentiality of ECU information or unauthorized access is considered unacceptable personal conduct and may result in disciplinary action up to and including dismissal.

*Sensitive data may include but is not limited to:
 Social Security Numbers or employer taxpayer identification numbers
 Driver's License, State Identification Card, or Passport Numbers
 Date of Birth
 Home Address or Telephone Numbers
 Checking or Savings Account Information
 Credit Card Information
 Passwords
 Student's Non-directory Information (GPA, class schedule, grades, exam scores, etc.)
 Protected Health Information (Any information that identifies a patient and their treatment)

OK Cancel

9. You should get an email when the process is completed, letting you know you have access.

Security Request application. To request access, check the box beside the banner module or sensitive data field. If the checkbox is not satisfied the module requirements. Click the module hyperlink to view/complete the requirements. Use the comments area to provide additional information. Click the submit button to submit the request to your supervisor for approval. Click [HERE](#) to view the details of the Banner Security Request process.

***** Your request was submitted successfully - Check this site for request status *****

Requester Information			
ECU ID	Name	Pirate ID	Home Org