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.

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**

![Banner Security Request](image)

View/complete module requirements for access to Finance, Fin Aid, HR, Student, Xtender & eCommerce data.

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.

![Student](image)

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

![Dept (non-advisor)](image)

4. Click the **submit** button.

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

![Comments box](image)

6. **Click the submit button to submit your DegreeWorks Security Request.**
7. Click OK to Agree to the East Carolina University RCS Administrative Systems Confidentiality Statement.

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

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 the complete requirements. Use the comments area to explain why you need access. Be sure the request you are submitting is appropriate. Your request is required to be approved by your immediate supervisor. Click HERE to view the details of the Banner System Request process.

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