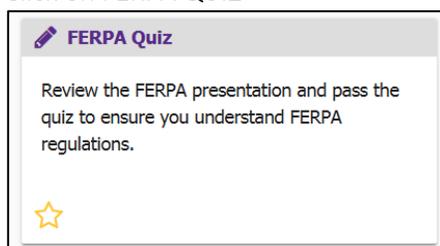


## How to submit a Banner Security Request to get Banner 9 Admin Pages and/ or Xtender Access?

1. Access your Pirate Port Account from the ECU main webpage.

### FERPA CERTIFICATION

1. Click on FERPA QUIZ



2. Follow the on-screen instructions to review the FERPA presentation and take quiz.

### BANNER SECURITY REQUEST

1. Click on Banner Security Request.



2. Once in the Banner Security Request link, **click the Student Link**. Make sure that your supervisor knows that he/she will receive an email to approve your access to Banner 9 Admin Pages - the process stops until that has occurred.

Welcome to the Banner Security Request application. To request access, check the box beside the banner module or sensitive data field. If the checkbox is disabled, you either cannot access the module or you do not have the necessary permissions. If the checkbox is disabled, you either cannot access the module or you do not have the necessary permissions. Use the comments area to describe any specific needs and/or explain your job duties. Click the submit button to send the request.

| Requester Information |      |           |          |
|-----------------------|------|-----------|----------|
| ECU ID                | Name | Pirate ID | Home Org |
|                       |      |           |          |

If the displayed Supervisor Pirate ID is NOT correct, click the 'UPDATE' action link. If a message is displayed, please refer to the message to determine any further action.

| Supervisor Information |        |         |
|------------------------|--------|---------|
| Pirate ID              | Action | Message |
|                        | UPDATE | none    |

If the module name is a hyperlink, the module has requirements which you can view or complete by clicking the link. If the check box contains an 'X', you already have an active request for that module. Concurrent requests for access to the same module are not allowed.

| Banner Security Request |   |
|-------------------------|---|
| Request Access for:     | <input type="checkbox"/> Finance <input type="checkbox"/> Financial Aid <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Student<br><input type="checkbox"/> Xtender <input type="checkbox"/> eCommerce |

3. Select the appropriate role for Banner 9 access.
4. Click submit
5. The Student Check box for Banner access will now be checked.

|                                  |  |  |   |
|----------------------------------|--|--|---|
| <input type="checkbox"/> Finance | <input type="checkbox"/> Financial Aid | <input type="checkbox"/> Human Resources | <input checked="" type="checkbox"/> Student |
| <input type="checkbox"/> Xtender | <input type="checkbox"/> eCommerce     |  |   |

6. You MUST record the reasons why you need Banner access.

|                                  |  |  |   |
|----------------------------------|--|--|---|
| <input type="checkbox"/> Finance | <input type="checkbox"/> Financial Aid | <input type="checkbox"/> Human Resources | <input checked="" type="checkbox"/> Student |
| <input type="checkbox"/> Xtender | <input type="checkbox"/> eCommerce     |  |   |

|  |  |
|--|--|
| <p><b>Comments:</b></p> <p>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.</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p style="text-align: right; font-size: small;">* 200 character max</p> | <p><b>Sensitive Data Access</b></p> <p><input type="checkbox"/> SSN</p> <p><input type="checkbox"/> PIN</p> <p><input type="checkbox"/> Termination/LOA Reason</p> <p><input type="checkbox"/> ECU ID Search</p> |
|--|--|

**CREATING COURSES IN BANNER:**

To get access to SSASECT, the form in banner used to create course sections, enter **BAN\_STU\_SCHEDULE\_DEPT\_C** in the Comments Box if you have completed the training.

## GETTING XTENDER ACCESS

1. To get Xtender access, **click on the Xtender Link** in the Banner Security Request form.

If the module name is a hyperlink, the module has requirements which you can view or complete by clicking the link. If the check box contains an 'X', you already have an active request for that module. Concurrent requests for access to the same module are not allowed.

**Banner Security Request**

**Request Access for:**

[Finance](#)    [Financial Aid](#)    [Human Resources](#)    [Student](#)

[Xtender](#)    [eCommerce](#)

**\*\* Click to view or complete the module requirements. \*\***

2. Select which application you need access to from the Student pull down menu.

This form must be completed before Xtender access is requested. Select the appropriate application and privilege then press 'submit'.

**Xtender Security Access Form**

**Application**

BSOM:

FINANCE:

FINANCIAL AID:

HUMAN RESOURCES:

STUDENT:

OTHER:

**NOTE:** Application selection is required and HIPAA training. For access to Student applications, the requester must have completed

**Privilege**

SELECT PRIVILEGE:

**NOTE:** Privilege selection is required and only one privilege can be selected per request.

3. Select a privilege.

**Privilege**

SELECT PRIVILEGE:

**NOTE:** Privilege selection is required and only one privilege can be selected per request.

4. Click the submit button

5. The Xtender request box will now be selected.

[Finance](#)    [Financial Aid](#)

[Xtender](#)    [eCommerce](#)

6. Click the submit button to submit your request Banner Student INB/Xtender security request.
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 I obtain 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. 8-53 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. 126-22, et seq. and the ECU Policy on Social Security Numbers (SSN) and Personal Identifying Information (PII) and N.C.G.S. 75-60, 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.

Cancel OK

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 I 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)
- Proprietary Information (research, patent, legal, compliance, etc.)
- Personnel Information
- Non-public financial records

By selecting OK you agree to abide by the terms of the Administrative Systems Confidentiality Statement.

Prevent this page from creating additional dialogs

Cancel OK

9. Your security access status is listed at the bottom of the Banner Security request form

| Security Request History for |         |              |  |                      |
|------------------------------|---------|--------------|--|----------------------|
| request ID                   | module  | request date | status                                   | comments             |
| <a href="#">27833</a>        | Student | 04/07/16     | Submitted - Awaiting Supervisor Approval | <a href="#">view</a> |
| <a href="#">27833</a>        | Xtender | 04/07/16     | Submitted - Awaiting Supervisor Approval | <a href="#">view</a> |

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