How to submit a Banner Security Request to get access to Registrar Folder reports in ECUBIC?

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 Registrar Reports in the ECUBIC folder - the process stops until that has occurred.
3. Click **submit** on the pop-up window. You do not need to select anything in this window.

4. The **Student** Check box for Banner access will now be **checked**.

5. To get access to reports in the ECUBIC Registrar folder, please enter **BAN_STU_REPORTS_REG** in the Comments Box.