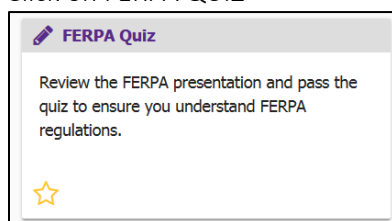


How to submit a Banner Security Request to get access to Registrar Folder reports in ECUBIC?

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

FERPA CERTIFICATION

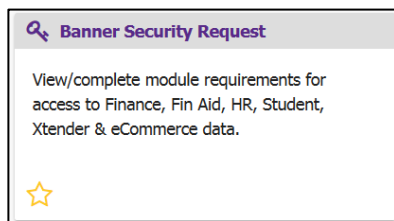
1. Click on FERPA QUIZ



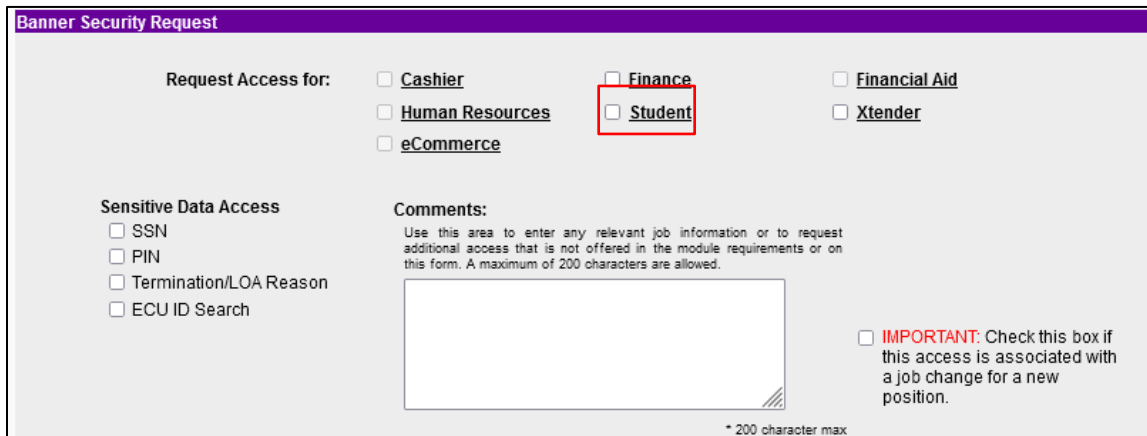
2. Follow the on-screen instructions to review the FERPA presentation and take quiz.

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.



The screenshot shows the "Banner Security Request" form. The form has a purple header with the text "Banner Security Request". Below the header, there are several sections:

- Request Access for:** This section contains six checkboxes: Cashier, Finance, Financial Aid, Human Resources, Student, and Xtender. The "Student" checkbox is highlighted with a red box.
- Sensitive Data Access:** This section contains four checkboxes: SSN, PIN, Termination/LOA Reason, and ECU ID Search.
- Comments:** This section contains a text area for entering comments. Below the text area, there is a note: "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." At the bottom right of the text area, there is a note: "* 200 character max".
- IMPORTANT:** This section contains a checkbox: **IMPORTANT:** Check this box if this access is associated with a job change for a new position.

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**.

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

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

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

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.

IMPORTANT: Check this box if this access is associated with a job change for a new position.