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.

5. Click the Tools Tab

6. To complete a Banner Security Request, you must be claimed by a Supervisor and have completed the FERPA Quiz. See Instructions below to complete these two processes.

   **REPORTING STRUCTURES**

   If your supervisor hasn’t “claimed you” yet, please ask them to do so. Please have your Supervisor “Claim” you by having him/her complete “Reporting Structures”. Once that process is completed, you can continue to request security.
a) To do this they will need to access Pirate Port.

b) Click Reporting Structures under the Human Resources section on the Tools Tab.

If you have been claimed your supervisor will be listed in “your supervisor’s information” section:

<table>
<thead>
<tr>
<th>name</th>
<th>email</th>
<th>department</th>
<th>selected date</th>
<th>approved date</th>
<th>action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barber, Amy</td>
<td><a href="mailto:bissettea@ecu.edu">bissettea@ecu.edu</a></td>
<td>AAH Registrar Office</td>
<td>11/01/2013</td>
<td>11/01/2013</td>
<td>approve</td>
</tr>
</tbody>
</table>

If you have not been claimed (no supervisor information is listed, contact your supervisor and ask that they add you as an employee in Reporting Structures.

For Supervisors: Adding an Employee to Reporting Structures:

Enter the employees Banner ID and Click Submit

<table>
<thead>
<tr>
<th>name</th>
<th>ECU id</th>
<th>pos_nbr</th>
<th>email</th>
<th>classification</th>
<th>selected date</th>
<th>approved date</th>
<th>action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>enter pirateid of employee to add:</td>
<td></td>
<td></td>
<td></td>
<td>submit</td>
</tr>
</tbody>
</table>

For Employees: Accepting the Supervisor

Click approve under the action column once your supervisor has claimed you.

<table>
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<tr>
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FERPA QUIZ

a) Review the FERPA PowerPoint and Complete the FERPA Quiz under the Registrar section on the Tools Tab

Once you have verified that Reporting Structures is set up and FERPA Quiz has been passed, you can then proceed with the Banner Security Request.
1. Click the Banner Security Link under the Security Section.

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 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.

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.