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.
2. Click on the Tools icon at the top of the screen.

FERPA CERTIFICATION

1. Under the Registrar section select FERPA QUIZ
   - Follow the on-screen instructions to review the FERPA presentation and take quiz.

REPORTING STRUCTURES

1. Verify if you have a supervisor listed in Reporting Structures.
   a. Click on the Tools icon in Pirate Port
   b. Under Human Resources section click Reporting Structures
   c. Your supervisor information will be listed.
   d. If no supervisor is listed please email your supervisor and ask them to claim you in reporting structures.
   e. You will receive an email once your supervisor has claimed you.
   f. Go back to reporting structures and click the approve link to accept your supervisor.
2. Once that process is completed, you can continue to request security.

**BANNER SECURITY REQUEST**

1. Click the Banner Security Request, under the Security section on the Tools menu.

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.

3. Select the appropriate role for Banner 9 access.

4. Click **submit**

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

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

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**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.

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

3. Select a privilege.

4. Click the submit button.

5. The Xtender request box will now be selected.

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

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

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