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

   ![FERPA Quiz]

   Review the FERPA presentation and pass the quiz to ensure you understand FERPA regulations.

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

BANNER SECURITY REQUEST

1. Click on Banner Security Request.

   ![Banner Security Request]

   View/complete module requirements for access to Finance, Fin Aid, HR, Student, Xtender & eCommerce data.

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.

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.

![Banner Security Request Form]

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

![Xtender Security Access Form]

3. Select a privilege.

![Privilege Selection]

4. Click the submit button.

![Submit Button]

5. The Xtender request box will now be selected.

![Xtender Request Box]

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.