



# Information Technology and Computing Services welcomes you to East Carolina University!


We hope that you'll take advantage of the many technology services and resources ITCS offers to help you in your academic, professional, and research activities at the university.

## Using Your PirateID and Passphrase

Upon your arrival at ECU, you'll receive a PirateID and passphrase that allows you to access a variety of systems and applications such as:

- the university network
- e-mail, using Microsoft Outlook and/or Piratemail ([piratemail.ecu.edu](mailto:piratemail.ecu.edu)), the university's Web-based e-mail application
- your personal Piratedrive, where you have 1gb to store electronic files  
When you log into the INTRA domain with your PirateID and passphrase, by clicking on "My Computer," you will notice another drive letter designated as (U:) – this is your Piratedrive.
- Blackboard, ECU's course management system  
Click the  icon on the ECU home page to access the Blackboard Web site.
- OneStop, the university's Web portal through which you can register for parking permits, review direct deposit notices and much more  
Click the  icon on the ECU home page to access OneStop.


**Your PirateID is constructed with your last name and the first letter of your first name. If someone else has that PirateID, letters from your first name will be added until your unique ID is created. Your e-mail address is composed of your PirateID and @ecu.edu. The construction of your default passphrase was explained in the Welcome letter you received from the Center for Faculty Excellence. You must change your passphrase after logging in the first time.**

You can look up your PirateID by going to [www.ecu.edu](http://www.ecu.edu) and clicking on the  icon. Type in your name and click search to find your e-mail address. Here is a PirateID / e-mail address example:

Hire Date	Employee Name	PirateID
5-10-2009	Penny Pirate	piratep@ecu.edu
8-1-2010	Pete Pirate	piratepe@ecu.edu

If you search and do not find your name/e-mail address you may need to be entered in Banner HR/EPAF. Each department on campus has an administrative staff member who has access to Banner HR/EPAF. This individual can enter you into the system and can also provide you with your ECU ID (needed for your initial passphrase). Once you are entered into Banner HR/EPAF it will take 24-48 hours for your account to actually be created.

**To use your PirateID you must first change your initial passphrase (found in your orientation packet from the Center of Faculty Excellence – ITCS Handout) and register your PirateID:**


- Go to [www.ecu.edu](http://www.ecu.edu) (the ECU Web site), select the  icon
- Enter your PirateID
- Enter your initial passphrase as your old passphrase, then enter a new passphrase and confirm it
  - **NOTE:** Passphrases must contain characters from three of the four following categories: uppercase letters, lowercase letters, numbers and special characters (\*, #, @, etc.). Your new passphrase **MUST** be at least eight characters in length. You will be required to change your passphrase online at least once every 90 days.
- Enter an alternative e-mail address (like a Hotmail or Yahoo! account) where you can receive notifications in case you are unable to access your Piratemail account.
- Select three security questions and provide answers you can remember.
- This process will register your PirateID and allow you to manage it online.
- **YOU WILL NOT BE ABLE TO LOG INTO RESOURCES LIKE ONESTOP UNTIL YOU CHANGE YOUR INITIAL PASSPHRASE!**

### *Your ECU ID (also referred to as Banner ID)*

*You were mailed your ECU ID in the Center for Faculty Excellence letter dated June 3.*

All faculty, staff and students are assigned a unique "ECU ID" that identifies you at East Carolina University. The university has replaced all social security numbers with this ID to better protect your identity and confidential information, and to comply with the Identity Theft Protection Act.


**This second ID is not to be confused with your PirateID.** Your ECU ID will be required for many important functions, such as travel advances and reimbursements. **Example ECU ID: B00993421**

**Helpful tip — If you forget your passphrase or ECU ID you can go to [www.ecu.edu](http://www.ecu.edu), select the  icon, and answer your security questions to gain access to change your password, unlock your account and/or find out what your ECU ID is! You can also find your ECU ID through ECU's OneStop.**

### *Help Resources and Consultation*

#### IT Help Desk

Our courteous IT Help Desk staff provides technical assistance to the ECU community, and is available during regular business hours to answer general technology-related questions and troubleshoot basic networking issues. IT Help Desk staff will assist you as needed over the phone (252-328-9866) or you can submit an online service request.

Click the  icon on the ECU home page to access the IT Help Desk.

#### Walk-In IT Help Desk (Austin 103)

Visit the Walk-In IT Help Desk during regular business hours for **OpScan test grading services** and consultation from knowledgeable IT staff on a variety of topics such as:

- obtaining university-licensed software
- creating PDF files
- working with video clips and DVD movies
- developing Web pages and working with CommonSpot, the university's content management system
- scanning material into digital form, and more!

### *Additional Resources and Services:*

- Web space to be used for instructional, multimedia and other professional purposes
- Virtual Computing Laboratory (VCL) that provides 24x7 access to no cost software for students
- IronPort, a spam-filtering program for your e-mail
- Support and consulting for more than 400 technology-enhanced spaces, including classrooms and conference rooms
- Training on tools such as Blackboard, Centra, Word Press blogging, Camtasia, iWebfolio, Sedona, Second Life virtual environment, and much more
- Banner, ECU's administrative technology system
- ACE Student Computer Support Center (Rawl 108, Main Campus; Health Sciences Building, Room 3330, Health Sciences Campus)
- Up-to-date information on academic program computer requirements and recommendations
- Macintosh support
- Supported mobile devices
- More than 100 campus computer labs offering access to PCs and Macs
- Videoconferencing

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Please visit the ITCS Web site – [www.ecu.edu/itcs](http://www.ecu.edu/itcs) – to stay abreast of technology announcements and new computing services and resources available to the ECU community!