**Getting to know Pirate Port**

This tutorial will show you how to log into your East Carolina University Pirate Port account and review some of the features available to you.

You can access Pirate Port through the home page of ECUs website at www.ECU.edu.

In the lower right hand side of your screen you will see a "Quick Links" box. Click on the Pirate Port link in the box.

On the upper right hand side of the screen enter the personal Pirate ID and pass phrase that was provided to you in the acceptance information from ECU.

Once you have logged in using your Pirate ID and passphrase you will arrive at your personal page.

You can customize a page with various widgets found under the tools button located at the top of the screen.

Clicking the tools button opens a menu where you can access a variety of helpful links and personal information.

Under the applications heading on the Tools page, you will find Banner Self Service, which is used for registration activities, and Pirate Drive you can upload files for safekeeping.

Tuition statements are located under the Cashier heading on the tools page.

If any point you get lost navigating through the tools page you can always find your way back to the main menu by clicking the wrench icon located at the top of your screen.

You can also add shortcuts for some of the links on the tools to your personal plays by using widgets.

To access the widgets available, click the highlight widgets button.

Click the widget button to the right of the Banner Self Service link, and the widget will pop up on your page.

To remove a widget click the My Pages button at the bottom of the screen.

Click the top of the widget and drag it over to the remove area with the trash can icon. Release the mouse to complete the action.

Click the close drawer button after you are finished removing all widgets.

To sign out of Pirate Port click on your name of the top right of the screen and then click sign out.

Click OK to complete the action.