Need Student INB/Xtender Access? (Security Request)

This document includes tutorials for the links listed below. Click the link to go to the section you need. Click the section title to return to this menu.

FERPA Certification | Reporting Structures | Banner Security Request | Getting 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

2. Follow the on screen instructions to review the FERPA presentation and take quiz.
3. Click the Wrench Icon to return to the Tools menu

REPORTING STRUCTURES

1. If your supervisor hasn’t “claimed you” yet, please ask them to do so.
2. You will receive an email once your employee has “Claimed You”.
3. Employee must accept supervisor’s claim.
4. You can do this by clicking on the tools tab, and clicking Reporting Structure under the Human Resources section.

5. Once that process is completed, you can continue to request security.
6. Click the Wrench Icon to return to

**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 INB Registration - the process stops until that has occurred.

3. Select the appropriate role for Banner 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.
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.

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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.
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. It will include your password. If you are a new user, use the password provided in the email. Otherwise, you will continue to log in using your same user id & password to Internet Native Banner.