

Please complete the following process, so that you will receive a user id in Internet Native Banner (INB).

The screenshot displays the OneStop website interface. At the top, there is a navigation bar with the 'OneStop' logo and links for 'Logout', 'Personalize', and 'Help'. Below this, the main content area is organized into several menu categories:

- Job Related Tools:**
 - Buckley Admin
 - FERPA Quiz
 - Registrar Record Checkout
- Academic Planning:**
 - Advisee Listing
 - Advisor Information
 - Apply to Honors Program
 - Buckley Form
 - Campus Directory
 - Course Catalog
 - Course Equivalencies
 - Course Search
 - GPA Calculator
 - Majors and Degrees
- Banner:**
 - Banner Security Request (indicated by a red arrow)
 - Banner Self Service
 - ECU ID Search
 - FERPA Quiz (indicated by a red arrow)
 - What is my ECU (Banner) ID?
- Employee:**
 - Assessment Reports
 - Direct Deposit Notice
 - Employment Opportunities
 - EPA Personnel and Salary Information
 - Faculty and Staff Training
 - Faculty Committee Volunteer Form
 - ITCS SDS Service Request
 - ProCard
 - Reporting Structure
- Courses:**
 - Academic Difficulty Report
 - Athlete Progress Report
 - Course Grades and Schedules
 - Course Rosters
 - Enter Final Course Grades
 - Exam Schedules
 - Teacher Education
 - Tuition Statements and Payments
- Graduation & Commencement:**
 - Commencement Reservation
 - ECU Graduation and Honors List
- Security and Transportation:**
 - Parking Citations and Appeals
 - Vehicle Registration

1. Log into OneStop.
2. Review the FERPA power point and complete the FERPA quiz – under the Banner Box.
3. If your supervisor hasn't "claimed you" yet, please ask them to do so (under the Employee block on the tools tab, click Reporting Structure). Once that process is completed, you can continue to request security.
4. Select the Banner Security Request link, under Banner.
5. Once in the Banner Security Request link, Check **Student**.
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.
Record the reasons why you need Banner access.
6. You should get an email when the process is completed, letting you know you have access, and what your password is (if you are a new user to Banner INB). Otherwise, you will continue to log in using your same user id & password to Internet Native Banner.