To view a Fund Authority you must first request access to Xtender.

To Request Access to Xtender:
1. Log in to PiratePort
2. Click Tools
5. Under Privilege, select “View-Print”
6. Click “Submit”

7. After clicking submit you should see a check mark in the box beside Xtender. In the comments section, type “FS-Fund Authorities for viewer access”
8. Click “Submit”
9. A box will pop up asking if you agree to terms, answer accordingly to continue.
10. Once your request is submitted & is approved by your supervisor it may take up to a week for access to be granted.
   — Your supervisor will receive a notification to approve once your request is submitted.

Once you have access to Xtender there are two ways to view a Fund Authority—1) using Internet Native Banner (INB), or 2) using xtendweb.ecu.edu

**Using INB to view a Fund Authority**

1. Go to https://banner.ecu.edu/
2. Select “Production - Internet Native Banner” –log in
3. In the Go to box type “FGIBDST” or “FGITBAL”
4. Enter your Fund/Organization combination. Type your fund number in the index. In most cases the ORG should populate, if not type in the ORG.
5. Place cursor in fund or index box
6. Click the magnifying glass icon (the 10th icon from the right)

7. An Xtender window will pop-up. Double click the document you would like to view.
Using xtendweb.ecu.edu to view a Fund Authority

1. Log on to https://xtendweb.ecu.edu
3. Searching by Fund: Type in Fund and then click “Run”
Viewing Fund Authorities in Xtender

4. Searching by Organization: You can search by Fund number only, or you may enter in the Organization number and Xtender will pull all of the fund authorities associated with the specified ORGN.
   a. Search for the Organization number and click “Run”

   ![New Search - E-FS-FUNDAUTH](image)

   b. After you click Run, a list of funds associated with the specified organization will be shown. Double click on the document you wish to view.

   ![E-FS-FUNDAUTH > New Search > Query Results](image)