How do I get Access to Degree Works (Faculty/Staff)?

1. From the ECU Main Web page (www.ecu.edu), click the Pirate Port link.

2. **Log into Pirate Port** with your Pirate ID and Passphrase.

3. Click the Tools Tab

4. In Order to complete a Banner Security Request You must be claimed by a Supervisor and have completed the FERPA Quiz. See Instructions below to complete these two processes.

5. Click the Banner the Banner Security Link under the Security Section.

6. 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 DegreeWorks - the process stops until that has occurred.
7. In the pop up window, select Dept (non-advisor) from the DegreeWorks Pull down menu.

8. Click the submit button.

9. In the Comments box please type: “Advisor Degree Works access with Faculty Services Tab in Banner Self Service”

10. Click the submit button to submit your DegreeWorks Security Request.

11. Click OK to Agree to the East Carolina University RCS Administrative Systems Confidentiality Statement.

12. Click OK to agree to the Administrative Systems Confidentiality Statement.
13. You should get an email when the process is completed, letting you know you have access.

**REPORTING STRUCTURES**

If your supervisor hasn’t “claimed you” yet, please ask them to do so. Please have your Supervisor “Claim” you by having him/her complete “Reporting Structures”. Once that process is completed, you can continue to request security.

1. To do this they will need to access Pirate Port.

2. Click Reporting Structures under the Human Resources section on the Tools Tab.

**FERPA QUIZ**

1. Review the FERPA PowerPoint and Complete the FERPA Quiz under the Registrar section on the Tools Tab