Banner Security Request – Banner INB access for Marketplace Users

On Pirate Port ([https://pirateport.ecu.edu/portal/](https://pirateport.ecu.edu/portal/)) log-in with required credentials.

Then select the “Tools” option at the top.
Under “Security” select “Banner Security Request”.

Ensure that “Supervisor Information” has a name listed and is correct. If your supervisor is not listed, you will need to ask your supervisor to claim you.

To do this:
- The supervisor should go to PiratePort, open the “Reporting Structure” application and select you as their employee.
- Then, you will need to go to PiratePort and open the “Reporting Structure” application and “accept” the supervisor.

Once this is completed, you should be able to submit the security request.

Next select “Finance”. A pop up window will appear. Select “AR Department Misc Cash Receipts” in the drop down box next to “Accounts Receivable” and then choose your organization(s) from the list provided.

Then click “Submit”.
In the “Comments” box on the main screen, enter your department/unit name and then click on “Submit”.

Your supervisor will have to approve this request before it will proceed for approvals from the Cashier’s Office and ITCS. You can always come back to the Banner Security Screen and scroll to the bottom to review your submitted security requests and their status.