How to Request Xtender Access
Provided by ITCS Xtender Team

1. Login to PiratePort (https://pirateport.ecu.edu/portal/)

2. Select the Tools Tab at the Top Center

3. Under Security - Click on Banner Security Request

4. Next, click on Request Security under options.
5. Click on **Xtender** under the **Request Access For:** section.

6. Choose the desired **Application** and select from the resulting drop down list.
   - a. BSOM
   - b. FINANCE
   - c. FINANCIAL AID
   - d. HUMAN RESOURCES
   - e. STUDENT
   - f. OTHER
7. Example: Under **Application - STUDENT**: if you select “**STUDENT ADMISSIONS (DEFAULT - Request either UG or Grad)**” remember to add comments before final submission. (See step 9 below.)

8. Under **Privilege** drop down – Select access needed.

<table>
<thead>
<tr>
<th>Privilege</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>SELECT PRIVILEGE</td>
<td>Processor-Grad and Undergrad</td>
<td>Processor-No Delete</td>
</tr>
<tr>
<td></td>
<td>Processor-Delete Access</td>
<td></td>
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</tbody>
</table>

9. Next, click on the `<submit>` button.

10. Now, enter any special requests, if any, in the Comments box on the first page of the Banner Security Request. For example, for the Student application:
   a. *I need Viewer access to Undergraduate Admissions documents.*
   b. *Please grant access to the HNR documents in the B-S-ADMN Xtender application.*
   c. *I need identical access as Jane Doe as Advisor.*
   d. *Etc.*

11. To complete your request for access, click on the `<submit>` button.

12. What’s Next?
   a. Your request is forwarded to you supervisor for approval.
   b. After approval, it is routed to the function area approver for action.
   c. If approved, the request now goes to the Xtender Administrator for action.
   d. If approved, it is forwarded to IT Security for final disposition and you will receive an email once your access has been setup.