Xtender Banner Security Request
Provided by ITCS Xtender Team

Xtender access must be requested through the Banner Security Request Application in PiratePort.

Users should know two things before submitting their request: (1) the specific Xtender application they need access to and (2) the level of access required.

The three levels of privilege for each application are as follows:

<table>
<thead>
<tr>
<th>Privilege Level</th>
<th>Capability</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>View and Print pages of a document.</td>
</tr>
<tr>
<td>Processor</td>
<td>View and Print pages, scan/import (single pages or in batches), create and modify document indexes, delete single pages (cannot delete a document entirely).</td>
</tr>
<tr>
<td>Processor – No Delete</td>
<td>View and Print pages, scan/import (single pages or in batches), create and modify document indexes.</td>
</tr>
<tr>
<td>Application Administrator</td>
<td>All processor privileges + can delete entire documents.</td>
</tr>
</tbody>
</table>
Submitting a Banner Security Request for Xtender

1. After logging into PiratePort (https://pirateport.ecu.edu) click the application menu option on the right-hand side of the page:

2. Scroll until you find the Security section and click on Banner Security Request:
3. On the following screen click the word Xtender (not the checkbox beside it):
4. A window will appear after clicking Xtender. This is where you’ll select the Xtender application you are requesting access to as well as the level of privilege. Xtender applications are listed in various drop-down boxes separated by functional area:

![Xtender Security Access Form]

Be sure to make selections from both the Application and Privilege sections!
5. Click Submit. That window will close and you’ll be brought back to the main Banner Security Request screen. Click submit again and your request will be on its way.
A few things to note:

- Access to Xtender can only be obtained via this process – not via a Help Desk ticket.
- Your Banner Security Request must be approved by multiple persons: Your supervisor, the primary Xtender application approver, IT Security, and the Xtender team. Access is not granted immediately upon submission.
- Xtender access is rescinded each time an employee takes a new position (i.e. their position number changes).
- New users must complete the required online training before gaining access to Xtender. A member of the Xtender team will reach out to you if this training is required.