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.

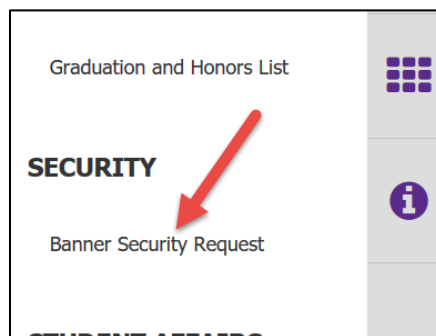The three levels of privilege for each application are as follows:

Privilege Level	Capability
View	View and Print pages of a document.
Processor	View and Print pages, scan/import (single pages or in batches), create and modify document indexes, delete single pages (cannot delete a document entirely).
Processor – No Delete	View and Print pages, scan/import (single pages or in batches), create and modify document indexes.
Application Administrator	All processor privileges + can delete entire documents.

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:
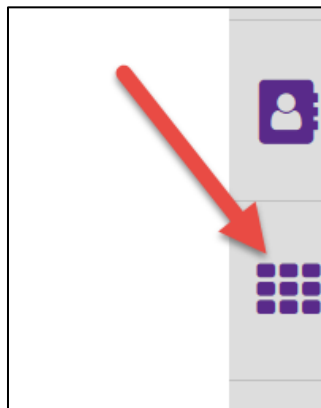
2. Scroll until you find the Security section and click on Banner Security Request:

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:

This form must be completed before Xtender access is requested. Select the appropriate application and privilege then press 'submit'.

Xtender Security Access Form

Application

BSOM:	NONE
FINANCE:	NONE
FINANCIAL AID:	NONE
HUMAN RESOURCES:	NONE
NEUROLOGY:	NONE
STUDENT:	NONE
	NONE
OTHER:	ECU-HS-PERSONNEL

NOTE: Application selection is required and only one application can be selected per request. For access to BSOM applications, the requester must have completed HIPAA training. For access to Student applications, the requester must have taken the FERPA quiz.

Privilege

SELECT PRIVILEGE:	NONE
	View
	Processor

NOTE: Privilege selection is required and only one privilege can be selected per request.

cancel submit

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 it's way.

Click the module link to view/complete any module requirements. **Once the requirements have been completed, ensure that the module checkbox is selected to enable the request form.** Click the submit button to send the request to your supervisor for approval. If a module checkbox contains an 'x' and is disabled, you have a currently active request for that module. Concurrent requests for access to the same module are not allowed.

Banner Security Request

Request Access for:
☐ **Finance**   ☐ **Financial Aid**   ☐ **Human Resources**
☐ **Student**   ☐ **Xtender**   ☐ **eCommerce**

Sensitive Data Access
☐ SSN
☐ PIN
☐ Termination/LOA Reason
☑ ECU ID Search

Comments:
Use this area to enter any relevant job information or to request additional access that is not offered in the module requirements or on this form. A maximum of 200 characters are allowed.

☐ IMPORTANT: Check this box if this access is associated with a job change for a new position.

* 200 character max

| clear | submit |

Security Request History for Eric M Hunnicutt

request ID	module	request date	status	comments

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.