ECU FINANCIAL SERVICES

Standard
Operating
Procedure

7001.124   **Financial Services Training
                       for New Employees and New Users**

Authority: Associate Vice Chancellor for Financial Services

History: First Issued: October 17, 2023 (PBD)
                      Last Revised: July 26, 2024 (PBD)
                      Last Reviewed: July 26, 2024 (PSR)

Related Policy:

Additional References:

_____

 Purpose: To provide detailed instructions on how new employees and new users can gain the required training related to Financial Services processes and Banner Finance.

1. Online ECU Banner Finance Training for New Users is required for all employees prior to requesting Banner Finance Security. Complete the Online ECU Banner Finance Training for New Users, click here to launch video.
2. To view Financial Services training session descriptions and dates, click Upcoming Training Dates. Users will register for trainings related to their job duties.
3. Register for training in Cornerstone or via the links found within Upcoming Training Date.
4. Contact Systems Coordination with Financial Services training related questions syscoord@ecu.edu.
5. Visit the New Employee Training website for more training information.
6. Visit the Financial Services Security website for more security access instructions.
7. Visit the SOP 7001.001 Finance Security ECU Employees for more security information.