

7001.124

Financial Services Training for New Employees and New Users

Authority: Associate Vice Chancellor for Financial Services

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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 7001.001_Finance_Security_ECU_Employees