Electronically Request eReceiving Access Instructions

**Purpose:** To provide a step-by-step instruction guide for requesting Banner eReceiving access through the electronic account request process.

**Requirements:** Banner eReceiving training is mandatory. Training is provided monthly and will be required prior to the approval of Banner eReceiving access.

**Steps to ensure proper request of eReceiving access in Banner:**

1. In your internet browser go to [https://midas.odu.edu](https://midas.odu.edu) to reach the Monarch Identification and Authorization System Home Page.
2. Enter your MIDAS username and password, press Login.
3. To request user access click **My Account** drop down box.
4. From the drop down options, select **Account Request**.

![MIDAS Screen](image)

5. For eReceiving account requesting, the Budget Code information on this page will remain the same. Click **next** at the bottom of the current page to move to the next page.
6. Select the **Banner** drop down box under heading that says **Request Specific Accounts**.
7. From within the **Banner** drop down option, select the **Class Selection** tab.
8. Under **Class Selection**, in the drop down box, select **Banner Procurement Services**.
9. Place a check mark in the box next to the selection for BAN_CPS_RECEIVING.

10. Hit the **next** button at the bottom of the current page.

11. On the next page, provide a justification why the account is needed in the text box. Then press **next** at the bottom of the current page.

12. Once you have reviewed this summary page, click **finish**.

Once you have successfully completed the request, you will receive a confirmation email from ITS.

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