The MWM is available to faculty and staff who have a role in applicable university processes. It is not possible to login to the platform without an invitation from the system. However, once an invitation has been received for the first time, the user will have continuous access to the system and processes in which they are participating. There are two ways to access the MWM, and each are detailed below.

Accessing through Email Invitation

- Once a process has been initiated or as a process reaches each new step, relevant users will receive an email from Digital Measures by Watermark.
- Click Open Now in the email.
- You will be prompted to enter your MIDAS credentials through the ODU Login Portal.

Accessing through University Web-page

- Open a web-browser (Google Chrome or Mozilla Firefox are recommended).
- Go to ODU.edu.
- Click Faculty and Staff, found at the top-right corner of the screen.
- Click Faculty Activity System (FAS) in the ‘Online Services’ menu, found on the right-side of the screen.
- You will be prompted to enter your MIDAS credentials through the ODU Login Portal.
- Click Workflow at the top of the screen, if visible.

Both methods of access will bring the user to the Workflow Tasks menu, which displays the Inbox, containing any current processes with which the user can participate, and the History, containing any processes with which the user has previously participated.

To view or interact with a current or previous process, simply click the name of the process.