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 you 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.
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.

**Procurement Services Contact:**

Barbie Edwards  
757-683-7158  
**bbedward@odu.edu**

La Toya Ellis  
757-683-3252  
**lmellis@odu.edu**