EVMS TECH INTEGRATION: CREATE YOUR MIDAS ACCOUNT

This guide will walk you through changing your EVMS password, setting up your ODU MIDAS account, and enrolling in ODU two-factor authentication with Duo. After following these steps, you will have a new ODU digital identity (your "MIDAS ID") which will be synchronized with your EVMS identity and used in several integration steps to come. Eventually, your MIDAS ID will unlock your ODU and EVMS technology services.

Change your EVMS password

This will kick off a background synchronization of your EVMS and ODU identities.

1. Go to <u>passwordreset.evms.edu</u>, and click **Go to Reset Tool**. (If this is your first visit to this web page, follow the steps <u>here</u> to register and configure your profile.)



2. Enter your username or email address, and click **Continue**.

Login	
Enter your EVMS user account and click 'Continue'.	
* Required	
EVMS user account: Note: You can utilize your EVMS email address, or EVMS user account(a) to identify yourself to the EVMS Setterve Portal.	
Cancel	Provious

EVMS IT

evmsit.freshservice. com/support/home 2 (757) 446-7400 2 evmsit@evms.edu 3. Select two authentication methods, enter the required information, and click **Continue**.

Confirm EVMS user account	
Select two authentication methods, provide the requested information, and click 'Continue'.	
□ Authenticate with Challenge Questions	
☑ Authenticate with SMS	
*Select a phone number and click 'Send Code'.	
***1830 Sprint	
Send Pin	
*Enter the pin code sent to your mobile device.	
2 Authenticate with E-Mail	
Select an e-mail and click 'Send Code'.	
O S****@EVMS.EDU	
● J****@yahoo.com	
Sond Pin	
*Enter the pin code sent to your e-mail.	
Cancel	Previous

4. Select all of your accounts, and click **Continue**.

Select th	Account(s) e account(s) you wish to reset.	
V	User Name	System Name
\checkmark	StarreJC	EVMS Active Directory
\checkmark	StarreJC.NCTR.EVMS	Novell eDirectory
2 01	2 Selected (Select All) K < 1 > 2	Display: 1 2 Of 2
Car	cel	Previous 1 Continue

5. Enter and confirm a new password, making sure to follow the password rules on the screen. Your password should not include your first name, last name or any part of your username. Click **Reset**.

Create a New Password	Selected Account(s)	
Enter in a new password following the rules below, and click 'Reset'.	User Name	System Name
* Required	StarreJC StarreJC.NCTR.EVMS	EVMS Active Directory Novell eDirectory
Password Rules: Passwords must match. A I least 8 characters in length. A I least 3 of the following rules: A I least 1 optercase character(s). A I least 1 optercase character(s). A I least 1 symbol(s). A I least 1 symbol(s). A I least 1 symbol(s). Must not repeat a character more than 2 times in a row. Cannot be one of your last 10 recently used passwords. Password: "Password: "Confirm Password:		
Cancel		Previous

6. You should see a **Successful** status if everything changed successfully. Click **Finish**.

eview Changes		
A green icon indicates a successful password chang A red icon indicates a failed password change. Con Selected Account(s)	je. act your Helpdesk for further information and assistance.	
User Name	System Name	Status
StarreJC	EVMS Active Directory	Successful
StarreJC.NCTR.EVMS	Novell eDirectory	Successful
Cancel		Finish

Log in to MIDAS

We have a <u>video guide</u> available for the steps in the rest of this document if you prefer to follow along that way.

1. Go to <u>midas.odu.edu</u>. Enter your MIDAS ID (which is the same as your EVMS user ID) and the new password you just created.



2. Read about the account requirements, then click **Next**.

/	Account Requirements
	Requirements Overview
	Information about the MIDAS Account Update Process
	Your Account needs to be updated. Depending on the status of your account, you may be required to do one or all of the following: 1. Accept the Acceptable Usage Policy (AUP) that states your responsibilities for access to ODU network. 2. Complete all necessary annual MIDAS Security Training (there will be one or more training courses, depending on your user role). 3. Create a new Security Profile that will be used if you forget your password. 4. Change your MIDAS password. 5. Set up two-factor authentication. Click "Next" to proceed.
	< Previous Next > Cancel Finish

3. Read the entire Acceptable Usage Policy. Click **Accept**, then click **Next**.

Account Requirements

· · · · · · · · · · · · · · · · · · ·			
ODU General Acceptable Usage Policy Acceptable Usage Policy #1			
ODU General Acceptable Usage Policy			
ODU General Acceptable Usage Policy			
Computer and network users are granted access to computing, networks, and information stored electronically contingent upon their prudent and responsible use. Access is granted to the individual and no individual can transfer or share access with another. Customers may not (1) use information or resources for any illegal or unauthorized purposes or act, i.e., to violate state or federal laws or any established policies and procedures of the University; (2) participate in any behavior that unreasonably interferes with the fair use of other customers or harms them in any way; (3) use resources or information for commercial purposes without prior authorization from the vice President for Administration and Finance. (Note that these acceptable usage policies are in addition to policies established by the Commonwealth of Virginia and do not supersede those Commonwealth policies.)			
Misuse of computing, networking, and information resources may result in sever consequences, including the loss of access to computing resources. (Please be aware that this loss of access could adversely affect the fulfillment of your University obligations.)			
By accepting, I acknowledge understanding of the information contained above and offer consent to the following: (1) in any investigation of suspect misuse by the account owner, the University may inspect, without prior notice (but with VP-A&F/auditor authorization), the contents of files, voice mail, logs, and related computer-generated or stored material, such as printouts; and (2) customer computer files may be inspected occasionally by systems personnel when assuring system integrity or preforming related resource management duties.			
*You MUST accept the AUP in order to continue.			
O Accept			

4. You are required to take one or more security training courses during account setup, depending on your role (faculty, staff or student). Read the training carefully, click **Accept**, then click **Next**.

Account Requirements
General Security Awareness Training 2013 Security awareness training for all users
General Security Awareness Training 2013 Security awareness training for all users
Information Technology Security Awareness Training Intellectual property rights and copyright information
*You MUST accept the Training in order to continue. Accept Decline
< Previous Next > Cancel Finish

Create Your Security Profile

- 1. The security profile allows you to reset your password if you forget it. Choose at least one option from **Step 1**:
 - **Emailed Token:** You can choose to have a single-use token emailed to any non-ODU email address.
 - **User Defined PIN:** Set a 6-digit PIN if you do not have a non-ODU email address. You will have to remember this number.

Account Requirements	
Setup Forgotten Password Options Midas Default User Security Profile	
MIDAS Password Reset Options	
Emailed Token An Email address MIDAS can send a Password Recovery Token Email Address:	Emailed Token An Email address MIDAS can send a Password Recovery Token Email Address:
Show Other Methods	User Defined Pin A 6-digit PIN that can be used for password recovery PIN:

- 2. Choose at least one option from **Step 2**, then click **Next**:
 - **Question and Answer:** Select two of the predefined questions and answer them. Make sure you choose questions and answers that you will be able to remember long from now.
 - **Color Grid:** Set a pattern of color squares that you can remember and replicate if you forget your password.
 - **Friend Assistance:** Identify three people from ODU who can confirm your identity.

Step 2 of	2				
	-				
			 Question at 	nd Answer	
	Question an	d Answer	Select two questions	ons to which you can give memorable answers.	
Canned Questions for Users to Answer		If you forget your password, you will be presented with your selected questions and be prompted to answer them in exactly the same way you do here.			
	Select two question	s to which you can give memorable answers.	First Question	Choose One \$	Get different questions
	If you forget your pas	sword, you will be presented with your selected que	First Answer		
	the same way you do	here.	Second Question	Choose One \$	Get different questions
	First Question	Choose One	Second Answer		
			Color Grid		
	First Answer		User Defined Color	Grid Pattern	
			Click on a color fror	or colors you can remember and re-create. m the color palette, then click on any square inside the grid that you would lik	e to fill with this color. You can
	Second Question	Choose One	overwrite colors as least 2 different col	often as you wish or use the "Clear Pattern" button to start with a fresh grid. lors.	Note: You need to choose at
			If you forget your p	assword, you will be asked to re-create the color grid the same way.	
Show Oth	Second Answer			(Set color) color:	
< Previou	is Next > Cancel	Finish	[Set color]	Clear Pattern	
			Friend Assist	stance	
			MIDAS users that ca	an assist you in your password recovery	
			Designate three fr	riends who can vouch for you. assword, your friends will receive emails asking to confirm your identity. Fore	r the MIDAS ID or ODU email
			addresses of 3 frier	nds you trust.	
			Friend 1		
			Friend 2		
			Friend 3		

Set Up Two-Factor Authentication

To access university resources, you'll need to log in with two-factor authentication. The first "factor" is your MIDAS ID and password. The next few steps are for setting up your second factor. Most people use a mobile phone as their second factor (instructions below).

Note: If you use a Duo-100 token for two-factor authentication at EVMS, you'll need a new one in order to use this method at ODU. You cannot use the same token for two different organizations. Please contact the EVMS IT Help Desk if you need a Duo-100 token.

1. Select the type of device you have and click **Next**.

Account Requirements		
Two-Factor Authentication		
To access university resources, in addition to your password you are now required to authenticate with a second factor like a mobile phone or a token for an extra layer of security. We will guide you through the steps to add a device.		
What type of device are you adding?		
 Mobile phone, tablet or security key (RECOMMENDED) 		
O Duo D-100 or other token		
< Previous Next > Cancel Finish		

2. Click Start setup.



3. Select your device type and click **Continue**.



4. Enter your phone number, check the verification box, and click **Continue**.

ccount Requ	uirements	
Two-Factor Authenti Add a second layer of sec	cation rurity to your login, in addition to your password	
Unat is mig 27 Need help2 Secured by Duo	Enter your phone number United States +1 (757) 555-1234 Example: (201) 234-5678 Vou entered (767) 555-1234. Is this the correct number? Back Continue	If you choose phone or tablet, please make sure to register the device that will be used while on campus. You will need this to log into systems, it cannot be someone else's device - not your parent's or friend's.

5. Select the type of mobile phone and click **Continue**.



6. On your smartphone, install or open the Duo Mobile app, then click **I have Duo Mobile installed**. (See the <u>Duo Mobile App Installation Guide</u> for help.)



7. To activate the Duo Mobile app, **open the app and use it to scan the QR code** that appears on the two-factor enrollment screen.



8. Once you've successfully enrolled, click **Next**.

dd a second layer of security to your login, in addition to your password	
C EnrolIment Successful! Way to gol You can now authenticate to any Duo-protected service. Dismiss	If you choose phone or tablet, please make sure to register the device that will be used while on campus. You will need this to log into systems, it cannot be someone else's device - not your parent's or friend's.

For more information about two-factor authentication at ODU, visit <u>odu.edu/two-factor</u>.

Congratulations

Your account is now set up! You'll see your MIDAS ID displayed on the screen. When you click **Finish**, you will be taken to your MIDAS account page.

Account Requirements
Account Setup Finished
Congratulations! Your MIDAS account setup is now complete! For your reference, your MIDAS ID is
bblue001
Please write it down or otherwise retain your MIDAS ID.
< Previous Next > Cancel Finish