

Banner Document Management (BDM) Account Request

1. Go to **midas.odu.edu** and login with your MIDAS credentials.

	A to Z Directories Libraries Calendars Search ODU
MIDAS Monarch IDentification and Authorization System	State State State State State State T T T T State State State T T T T State State State State T T T T State State State State State T T T T State State State State State T T T T State State State State T T T T State State State State T T T T State State State State T T T State State State State State T T T State State State State State T T State State State State State State T T State State State State State State T State State State State State State State
Login to MIDAS	
MIDAS ID: asamp001	
Password:	
Login	
Need an account? Forgot password? Forgot MIDAS ID?	Need help?

2. Select My Account, then Account Request.

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	Account Request	
otice	s	Services
) Ya	ou have no tasks that nee	d attention. Your role with the university is staff
) Yo	ou have no tasks that nee	d attention. Your role with the university is staff You have all default services
) Yo	ou have no tasks that nee	d attention. Your role with the university is staff You have all default services View service details
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9 Yc	ou have no tasks that nee	d attention. Your role with the university is staff You have all default services View service details Synchronize all services Request more accounts

3. Select **Yourself**, and enter the budget code, if necessary.

	Requestor Information Account Selection Justification Review/Cont	firmation
	a b c c c c	
Start the Account Pequest		
Choose the account requestor		
Choose the account requestor		
Are you requesting the account for yourself	someone else?	
Yourself		
Someone else		
Please update budget code, if pecaesan	00001	
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Information Technology Services

www.odu.edu/its 2 (757) 683-3192 itshelp@odu.edu 1504 Webb Center doubles doubles



4. Select **BDM** and select the desired System and Group. Click **Add** and then **Next** when complete.

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Requestor Information Account Selection Justification Review/Confirmation	
must Dessifier Assessme	
quest specific Accounts	
ect account types nom applicable categories	
> Job Function	
BDM	
Select BDM System and Group: List of selected BDM Groups:	
Please select a system from the drop-down below. This will open a list of groups that represent	
the rights you can request. Once you've made your choice, click the "Add" button below.	
BDMS Institutional Researce	
INSTITUTIONAL REPORTING POWER USERS	
OINSTITUTIONAL REPORTING SCANNERS	
OINSTITUTIONAL REPORTING SCANNERS AND INDEXERS	
◎INSTITUTIONAL REPORTING VIEWERS	
Pre-Production Access	
By checking below you may request this access in the Pre-Production environment also. Please be aware that you need to have the PPRD service for this access to work. If you don't have the PPRD service or are unsure if you have it, please click on the services tab and add it to this account request	
Need Pre-Production Access	
Add	
Banner	
Banner Finance	
Database Accounts	
Services	
Shared Email Accounts	
Shared Folders/Groups	
Unix	
Web Time Entry	
, Webnade Administration	
noopage hammistration	
	Previous Next Cancel

5. Enter justification for accounts, then click **Next**.

Justification for Account Rec	uest
Please provide a justification why the ad	count is needed. In this field you can also enter a comment, more details about the requestor for the approver or additional instructions.

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6. If required, select Budget Unit Director and click **Next**. (Note: If you do not know who your BUD is, please contact your supervisor.)

My Account + Management + Adm	nistration - Help Logout		
count Request			
	Requestor Information Account Selection justification Review/Confirmation		
elect Budget Unit Director			
Please choose the correct Budget Unit Director:			
JOHN D			
ROBERT S			
DAVID G			
WAYNE C			
	Previo	s Next	Cancel

7. Review previous information given. If correct, select **Finish**.

Account Request Summary Access to Blackboard, the University's Course Management System, and to the ODU wireless network as well as a number of other services comes automatically with the MIDAS account. The account will include the following BDM Items: Item Name Description PPRD Access Expiration Date Accion ADMINS group for admin access not included remove		Requestor Information	Account Selection Justification	Review/Confirmation	
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DMINS group for admin access not included removi	em Name	Description	PPRD Access	Expiration Date	Action
	DMINS	group for admin access	not included		remove

8. You will receive notification once your request has been submitted. You will be notified once the account has been approved and created.

Your requ	uest has been su	ccessfully subm	nitted.	

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