OLD DOMINION

MIDAS Account Request

Request Accounts for Yourself

(Note: This option is not available for all MIDAS users; some users will need their supervisor to request accounts for them.)

 Log in to <u>https://midas.odu.edu</u> and select **Account Request** under My Account on the menu.

CLD DOMINION UNIVERSITY	Мо	MIDAS narch IDentification and Authorization System
My Account + Management + Adr	ministration +	Help Logout
Account at a Glance Yo Account Settings at a Glan	се	
No Preferences	Services	Account Summary
Change Password	Your role with the university is Classified Staff.	MIDAS ID:
Two Easter Authentication	You have all default services.	Staff Email Address:
	View service details	@odu.edu
	Synchronize all services	Two-Factor Authentication Click here if you lost your phone or token.

2. Read the **Account Request Notice**, and click **Next**.

Account Request Notice		
 The accept of accept of accepts automatic accepts automatic accepts automatic accepts and accept of accepts automatic accepts and accepts accepts and accepts accepts and accepts accepts	ount request is designed for employees and affiliates of the university. To be able to use this feature successfully, you need to know the <i>budge</i> the department you are working for. (In case of affiliates the external organization may be sufficient.) to Blackboard, the University's Course Management System, and to the ODU wireless network as well as a number of other services comes tically with the MIDAS account. re a regular student and do not work for the university, please note that your LAN and email access as well as you Monarch Key login is include	
the Mil	AS account. Please be advised that you only need to request accounts here if specifically instructed to do so. w this message again.	

3. Select Yourself, and click Next.

Account Request	
Start the Account Request <i>Choose the account requester</i>	
Are you requesting the account for yourself or someone else?	Please note:
Yourself Other Employee New Affiliate Student	 Employees are people hired by Old Dominion University directly, and they have current records with the Human Resources Department. In contrast, affiliates are not employed by Old Dominion University and are not on HR payroll. They are external employees like vendors, contractors, Research Foundation staff or similar. Students in this context are students who are not employed by the university. If the student is (going to be) employed as a student worker, graduate assistant or similar, please choose "Other Employee".
Previous Next Cancel Finish	



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4. Verify your Employment Information, and click Next.

Employment Inform	ation
Role	Our records indicate that your primary role with the university is Classified Staff
Budget Code	1028
	Above is your current budget code in our system. If this is not correct, please update it here.
	Are you employed part-time?
Previous Next	Cancel Finish

 Select a service that you would like to add to your account, and click Add. As you continue to add services, they show up on the right under Selected Services. When you have finished adding specific services, systems or accounts, click Next.

equest Specific Accounts slect account types from applicable categories		
Services		
Please select a service from the drop-down below. If additional information is needed, it will be displayed. Once you've made your choice, click the "Add" button below. Service	Selected Services: • WAD (Active Directory Faculty/Staff Account) [remove]	
Active Directory - Staff Account		
Description Active Directory Faculty/Staff Account		
Advising		
BDM		
Banner		
Banner Finance		
Banner Human Resources		
Database		
Other		
Product Administration		
Server		
Shared Folders/Groups		

6. Provide justification as to why accounts are needed, and click **Next**.

ification for Account Request r a justification or a comment for this reques			
ease provide a justification why the account i ditional instructions. Please be more speci f	needed. In this field you can also ent t han citing "job duties", especially	er a comment, more details about the r / for access to sensitive data.	equester for the approver o



7. If prompted, select your **Budget Unit Director**, and click **Next**.

Account Request

Please choose the o	orrect Budget Unit Director f	or your department:		
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0	10.			
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0	10			
0				
0				
0				

8. Review services in the **Account Request Summary**. Make any necessary changes, and click **Finish**. Your request will be processed and submitted.

Account Req	uest			
Account Request Summary				
Please review the sele The account will include	cted accounts below: the following services:			
Service Name	Description	Account ID Suppl. Info	Expiration Action Date	
WAD	Active Directory Faculty/Staff Account		remove	
Previous Next	Cancel Finish			



Request Accounts for Someone Else

 Log in to <u>https://midas.odu.edu</u> and select **Account Request** under **My** Account on the menu.



2. Read the Account Request Notice, and click Next.

Account Request
Account Request Notice
The account request is designed for employees and affiliates of the university. To be able to use this feature successfully, you need to know the <i>budget</i> code of the department you are working for. (In case of affiliates the external organization may be sufficient.) 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. If you are a regular student and do not work for the university, please note that your LAN and email access as well as you Monarch Key login is included in the MIDAS account. Please be advised that you only need to request accounts here if specifically instructed to do so. Do not show this message again. Previous Kext Kancel Finish

3. Select **Other Employee**. Enter the employee's UIN into the Search box, then click on the employee's name. Verify the budget code, and click **Next**.

Account Request	
Start the Account Request <i>Choose the account requester</i>	
Are you requesting the account for yourself or someone else? Yourself Other Employee New Affiliate Student	 Please note: Employees are people hired by Old Dominion University directly, and they have current records with the Human Resources Department. In contrast, affiliates are not employed by Old Dominion University and are not on HR payroll. They are external employees like vendors, contractors, Research Foundation staff or similar. Students in this context are students who are not employed by the university. If the student is (going to be) employed as a student worker, graduate assistant or similar, please choose "Other Employee".
Find people by UIN. Search Search Clear Search Previous Next Cancel Finish	Please update budget code, If necessary:



4. Enter **Contact Information** for anyone other than yourself that you would like notified of the account request progress. (As the requester, you will automatically receive notifications.) Click **Next** to continue.

Account Request	
Contact Information Optional	
Secondary Email Address	
You can enter multiple email addresses with a semicolon as delimiter. As request initiator, you will be automatically added as a contact in the corresponding service ticket for this request. Phone Number	
Department	
Previous Next Cancel Finish	

5. Verify **Employment Information**, and click **Next**.

Account Request	
Employment Informa	ation
Role	Our records indicate that the requester's role with the university is Classified Staff.
Budget Code	
	Above is the requester's current budget code in our system. If this is not correct, please update it here.
	Is the requester employed part-time?
Employment Type	Faculty/Staff ~
Termination Date	
	Date Format is MM/dd/yyyy, e.g. 12/31/2015
Previous Next	Cancel Finish



 Select any additional accounts/services that the employee needs, and click Add. As you continue to add services, they show up on the right under Selected Services. When you have finished adding specific services, systems or accounts, click Next.

squest Specific Accounts Hect account types from applicable categories					
- Services					
Please select a service from the drop-down below. If additional information is needed, it will be displayed. Once you've made your choice, click the "Add" button below. Service	Selected Services: WAD (Active Directory Faculty/Staff Account) [remove] 				
Active Directory - Staff Account					
Add Advising					
• BDM					
• Banner					
Banner Finance					
Banner Human Resources					
Database					
• Other					
Product Administration					
• Server					

7. Provide justification as to why accounts are needed, and click **Next**.

Account Request

Yease provide a justification why the account is needed. In this field you can also enter a comment, more details about the requester for the approver or additional instructions. Please be more specific than citing "job duties", especially for access to sensitive data.					



8. If prompted, select your **Budget Unit Director**, and click **Next**.

Account Request

Please choose the co	orrect Budget Unit Director	for your department:		
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C				
C				

9. Review services in the **Account Request Summary**. Make any necessary changes, and click **Finish**. Your request will be processed and submitted.

	Account Request Summary						
Please review the selected accounts below:							
The account will include the following services:							
Service Name	Description	Account ID Suppl. Info	Expiration Action Date				
WAD	Active Directory Faculty/Staff Account		remove				

Request Accounts for an Affiliate

Learn more about requesting accounts for non-ODU affiliates at <u>odu.edu/ts/access/affiliates</u>.