1. Go to https://midas.odu.edu and select **Need an account?**

2. Enter the required information, and click **Submit**.

**Note:** Your University ID Number (UIN) is sent to you when you are admitted to Old Dominion University.
3. Read about the account requirements, then click **Next**.

Accept the AUP

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

Complete the Security Training

5. 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**.
Create Your Security Profile

6. 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.

7. 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.
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), but if you have a different device, see this guide.

8. Select the type of device you have and click Next.

9. Click Start setup.

10. Select your device type and click Continue.
10. Enter your phone number, check the verification box, and click Continue.

11. Select the type of mobile phone and click Continue.

12. On your smartphone, install or open the Duo Mobile app, then click I have Duo Mobile installed. (See the Duo Mobile App Installation Guide for help.)
13. 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.

14. Once you’ve successfully enrolled, click **Next**.
Set Your Password

15. The last step in your account setup is to set your MIDAS password. The password must follow certain rules, which are listed on the screen. When all of the check boxes have turned green, click Next.

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.