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.)

1. Log in to [https://midas.odu.edu](https://midas.odu.edu) and select Account Request under My Account on the menu.

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

3. Select Yourself, and click Next.
4. Verify your **Employment Information**, and click **Next**.

5. 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**.

6. Provide justification as to why accounts are needed, and click **Next**.
7. If prompted, select your **Budget Unit Director**, and click **Next**.

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

1. Log in to https://midas.odu.edu and select Account Request under My Account on the menu.

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

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.
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.

5. Verify **Employment Information**, and click **Next**.
6. 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**.

7. Provide justification as to why accounts are needed, and click **Next**.
8. If prompted, select your **Budget Unit Director**, and click **Next**.

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

**Request Accounts for an Affiliate**
Learn more about requesting accounts for non-ODU affiliates at [odu.edu/ts/access/affiliates](odu.edu/ts/access/affiliates).