OLD DOMINION
U N I V E R S I T Y

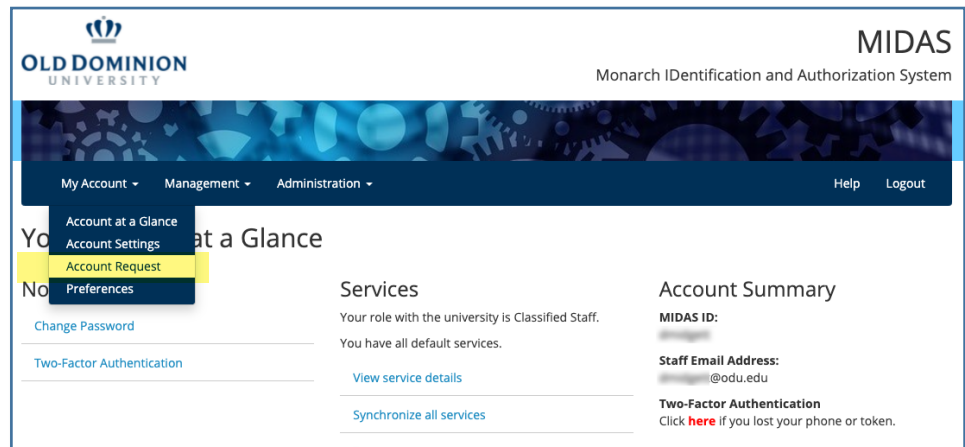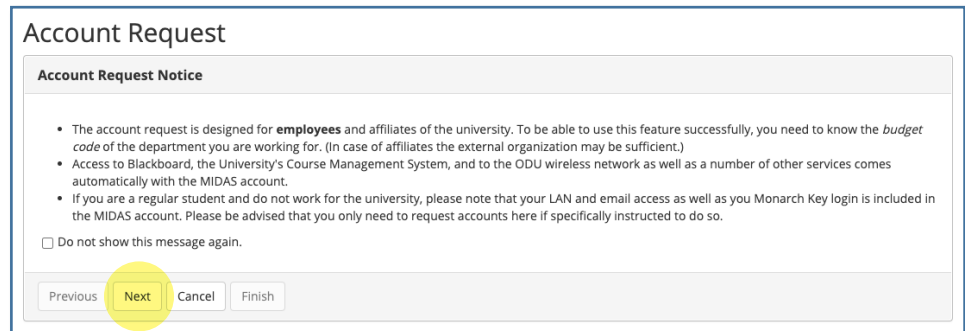## Request Accounts for Yourself

(Note: This option is not available for all MIDAS users; some users will need their supervisor to request accounts for them.)
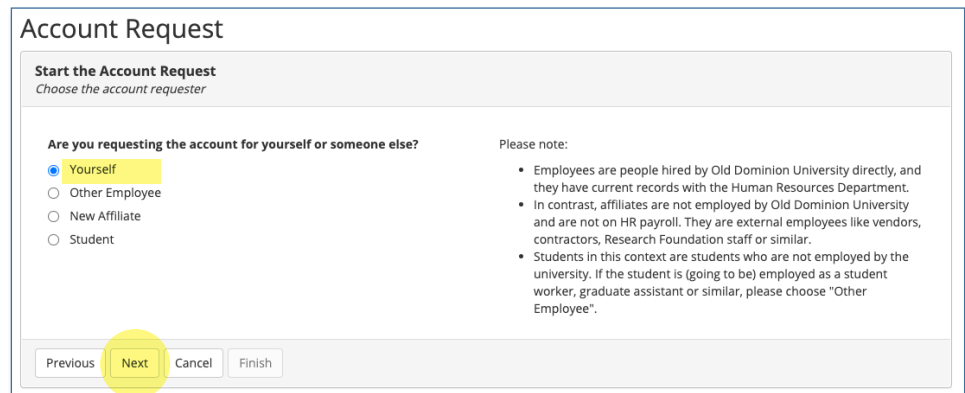
1. Log in to https://midas.odu.edu and select **Account Request** under **My Account** on the menu.

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

3. Select **Yourself**, and click **Next**.

4. Verify your **Employment Information**, and click **Next**.

Account Request

Employment Information

Role	Our records indicate that your primary role with the university is Classified Staff
Budget Code	

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

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**.

Account Request

Request Specific Accounts
Select 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

Active Directory - Staff Account

Description Active Directory Faculty/Staff Account

Add

Selected Services:
• WAD (Active Directory Faculty/Staff Account) [remove]

▸ Advising
▸ BDM
▸ Banner
▸ Banner Finance
▸ Banner Human Resources
▸ Database
▸ Other
▸ Product Administration
▸ Server
▸ Shared Folders/Groups

Previous | Next | Cancel | Finish

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

Account Request

Justification for Account Request
Enter a justification or a comment for this request.

Please 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.**

Previous | Next | Cancel | Finish

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

Account Request

Select Budget Unit Director

Please choose the correct Budget Unit Director for your department:

○
○
○
○
○
○
○

Previous | Next | Cancel | Finish

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

Account Request
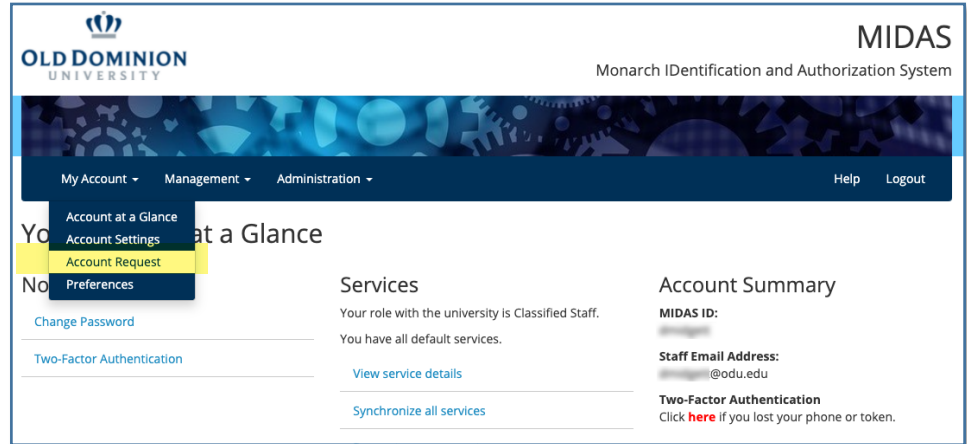
Account Request Summary

Please review the selected accounts below:
The account will include the following services:

Service Name	Description	Account ID	Suppl. Info	Expiration Date	Action
WAD	Active Directory Faculty/Staff Account				remove

Previous | Next | Cancel | Finish

Request Accounts for Someone Else

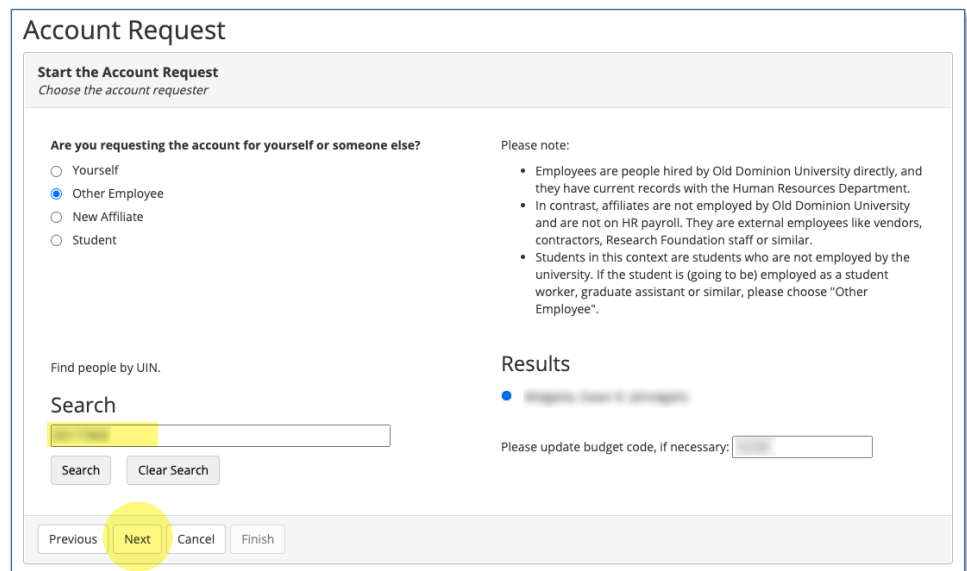1. Log in to https://midas.odu.edu and select **Account Request** under **My Account** on the menu.
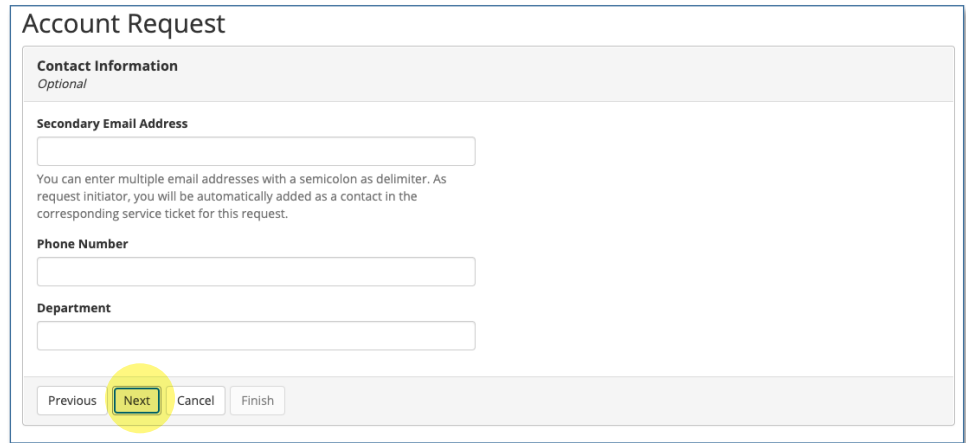

2. Read the **Account Request Notice**, and click **Next**.
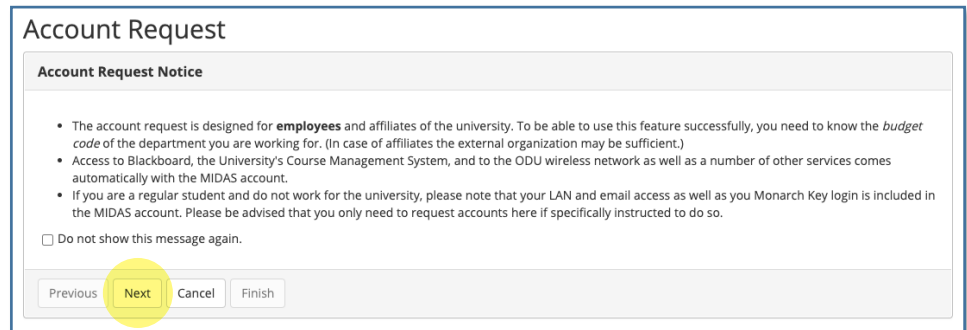
3. Select **Other Employee**. Enter the employee's UIN into the Search box, then click on the employee's name. Verify the budget code, and click **Next**.

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**.

Account Request

Request Specific Accounts
Select 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

Active Directory - Staff Account
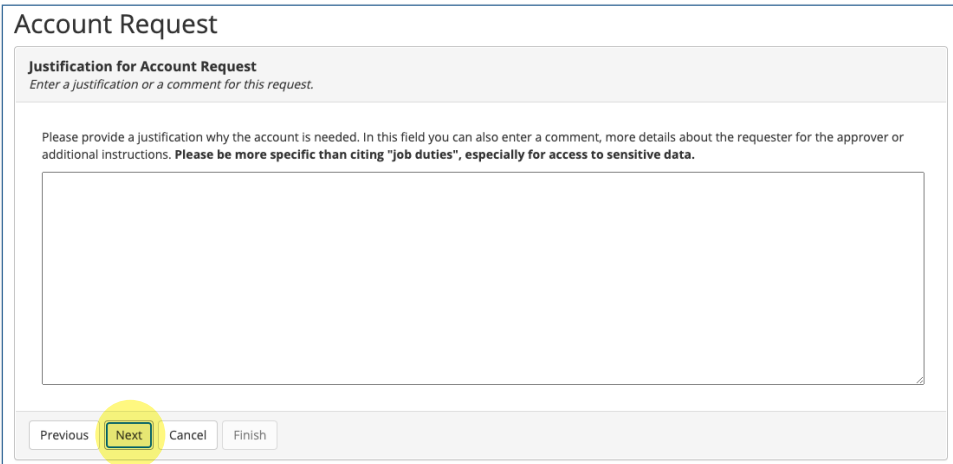
Description Active Directory Faculty/Staff Account

Add

Selected Services:
• WAD (Active Directory Faculty/Staff Account) [remove]

▸ Advising
▸ BDM
▸ Banner
▸ Banner Finance
▸ Banner Human Resources
▸ Database
▸ Other
▸ Product Administration
▸ Server
▸ Shared Folders/Groups

Previous   Next   Cancel   Finish

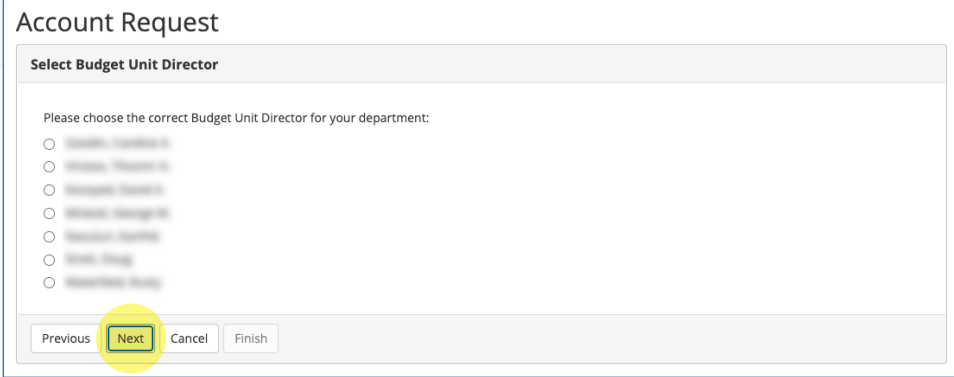7. Provide justification as to why accounts are needed, and click **Next**.

Account Request

Justification for Account Request
Enter a justification or a comment for this request.

Please 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.**

Previous   Next   Cancel   Finish

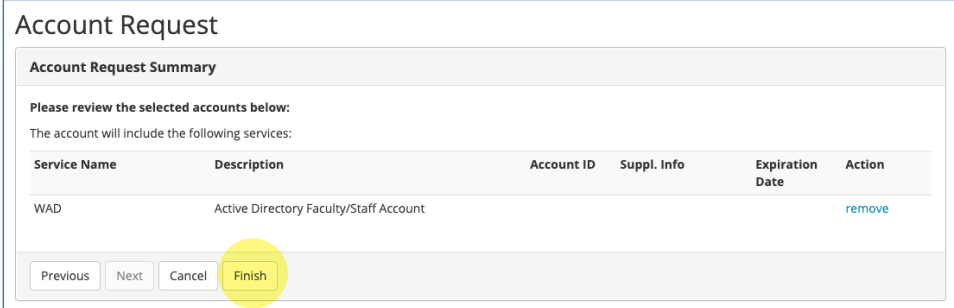8. If prompted, select your **Budget Unit Director**, and click **Next**.

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.