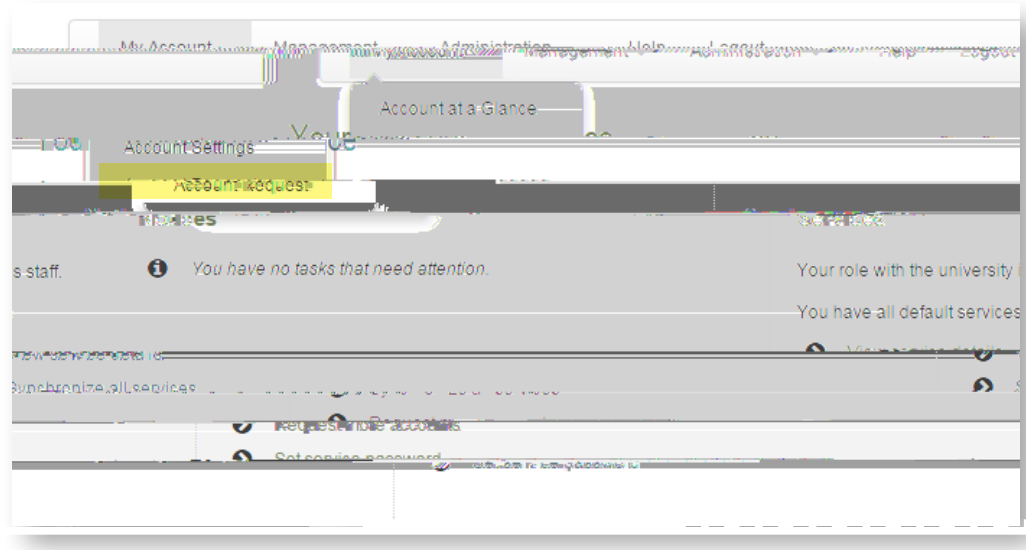




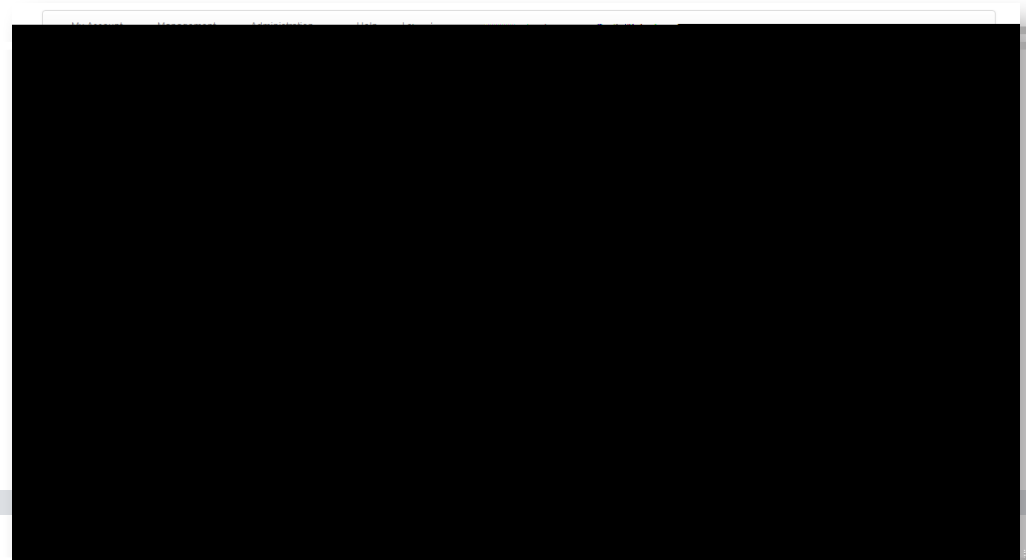
1. Go to **midas.odu.edu** and login with your MIDAS credentials.



2. Select **My Account**, then **Account Request**.



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





4.



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

The screenshot shows a web browser window with the title 'Account Request'. The navigation menu includes 'My Account', 'Management', 'Administration', 'Help', and 'Logout'. A progress bar at the top indicates the current step is 'Selection', with 'Requestor Information', 'Account', 'Justification', and 'Review/Confirmation' as previous steps. The main content area is titled 'Select Budget Unit Director' and contains the instruction 'Please choose the correct Budget Unit Director:'. Below this, there is a list of four radio button options: '@JOHN S', '@ROBERT S', '@DAVID G', and '@WAYNE C'. At the bottom right of the form, there are three buttons: 'Previous', 'Next', and 'Cancel'.

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

