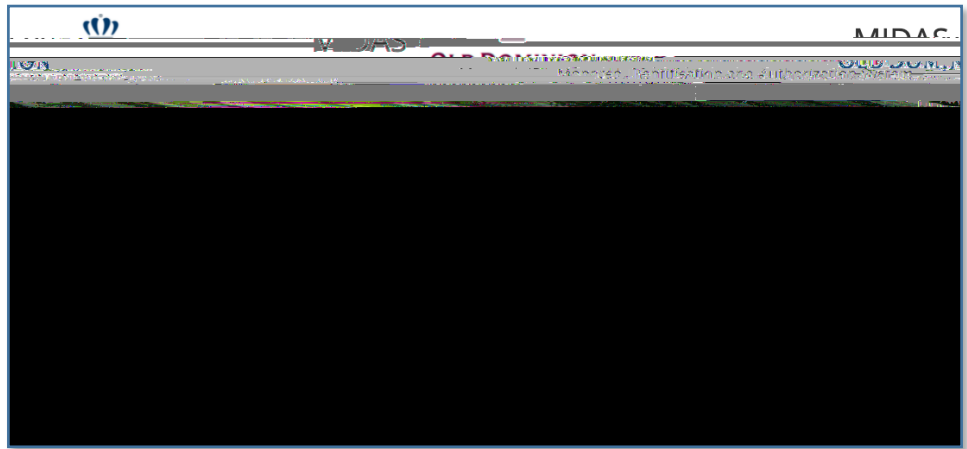


Request Accounts for yourself

(Note: Initiating MIDAS ; Initiating
Initiating.)

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**.



Information Technology Services

www.odu.edu/its

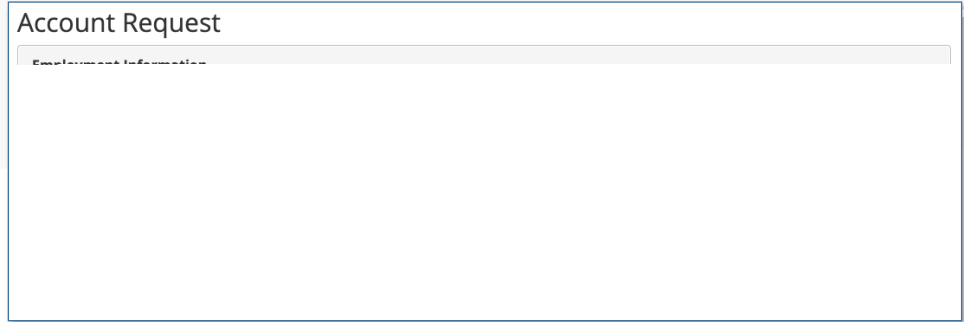
(757) 683-3192

itshelp@odu.edu

1100 Monarch Hall

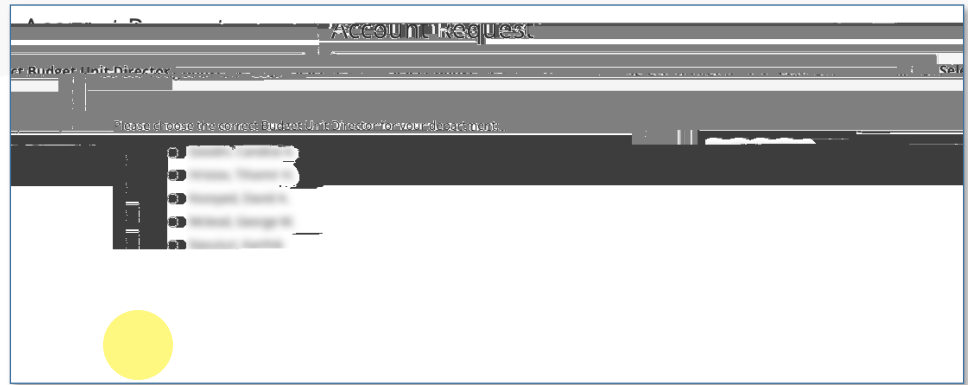
[oduits](https://www.facebook.com/oduits) [odu_its](https://twitter.com/odu_its)

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

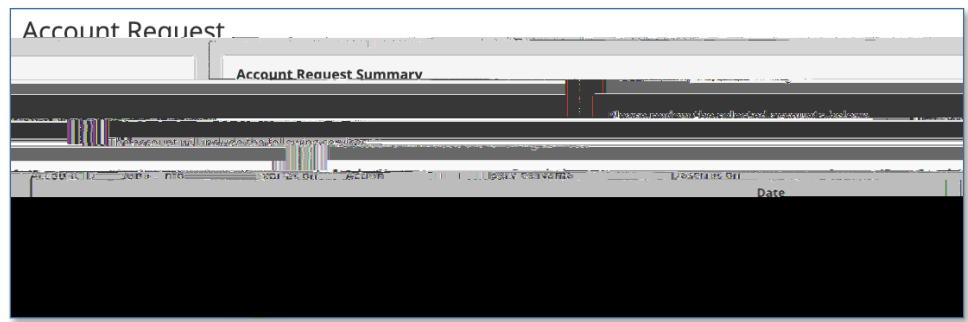
A screenshot of a web form titled "Account Request". The form has a header section and a main content area. The header section contains the text "Employment Information". The main content area is currently empty, suggesting that the user is in the process of verifying or entering their employment details.

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 **Select-ed Services**. When you have finished adding specific services, systems or

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

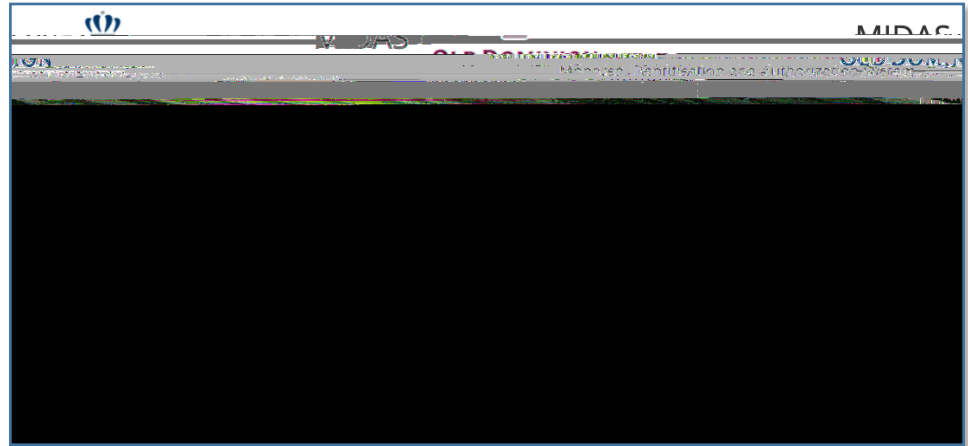


8. Review services in the **Account Request Summary**. Make any necessary changes, and click **Finish**, your request will be processed and submitted.

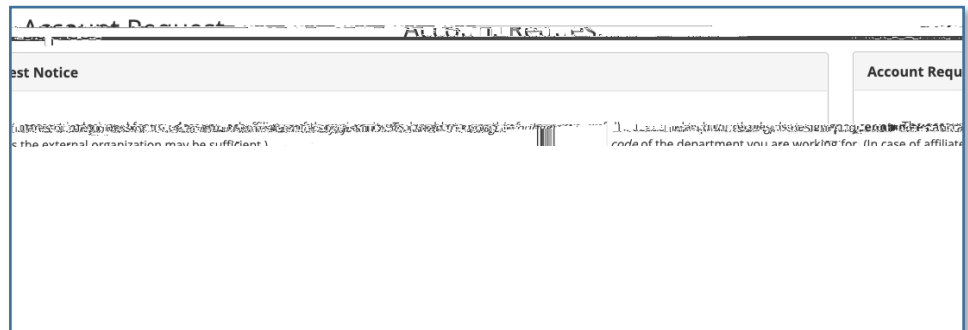


Request Accounts for Someone Else

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

4. Enter **Contact Information** for anyone other than yourself that you would

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**.



8.