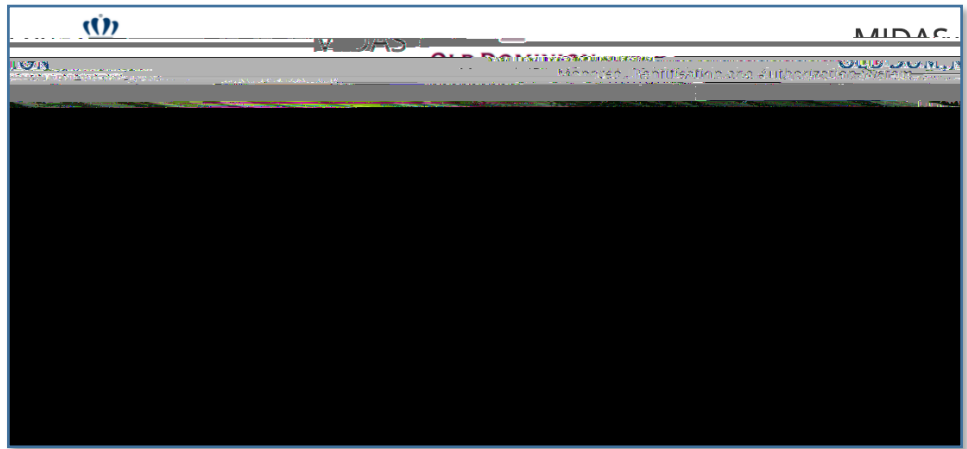


## Request Accounts for yourself

(Note: Initiating MIDAS ; i t i  
i t t t t .)

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](http://www.odu.edu/its)

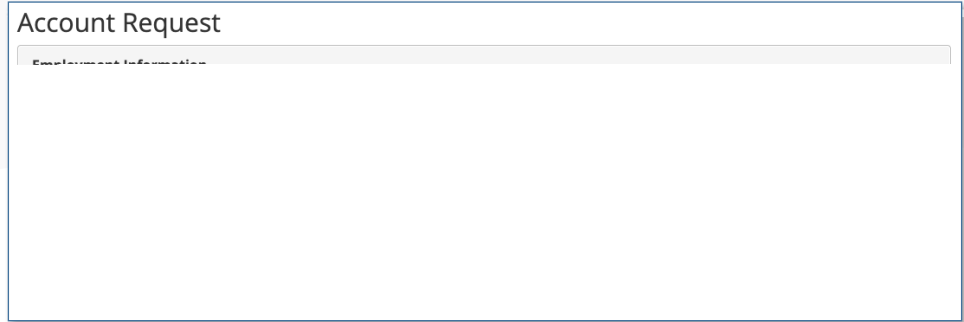
(757) 683-3192

[itshelp@odu.edu](mailto:itshelp@odu.edu)

1100 Monarch Hall

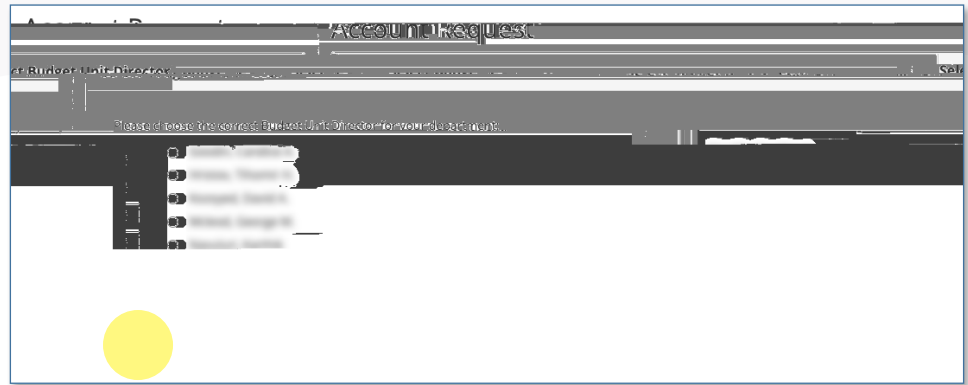
[oduits](#) [odu\\_its](#)

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

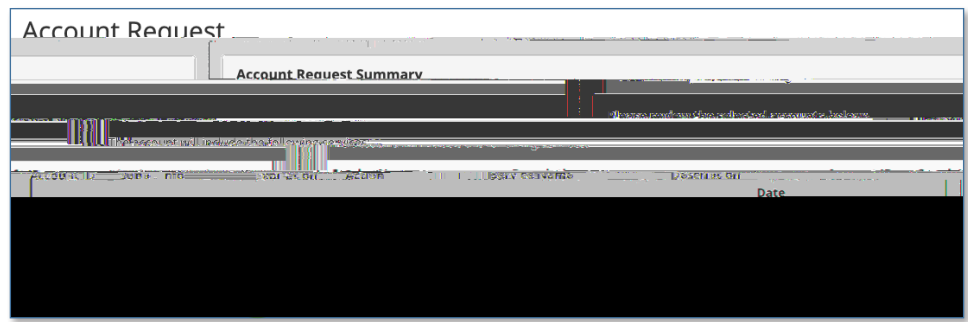
A screenshot of a web form titled "Account Request". The form has a header section labeled "Account Request" and a main content area. The main content area is currently empty, but a tab labeled "Employment Information" is visible at the top of the content area, indicating that this is the section to be verified.

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**.

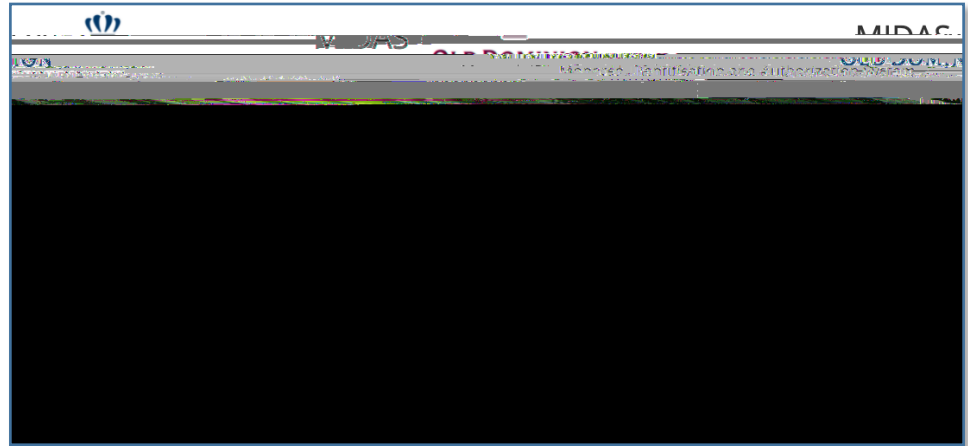


8. Review services in the **Account Request Summary**. Make any necessary changes, and click **Finish**, your request will be processed and submitted.

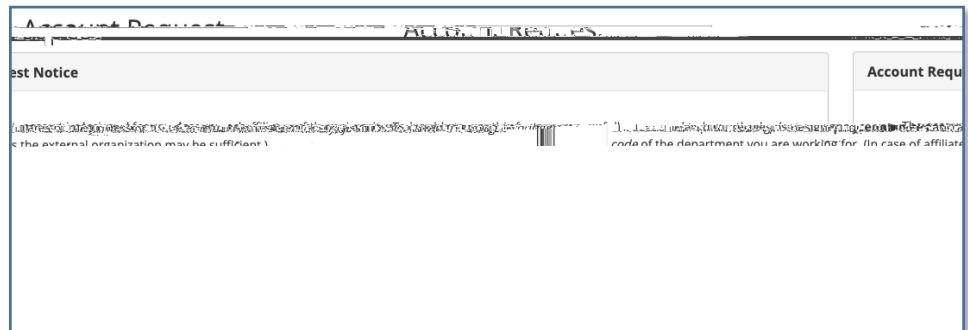


## Request Accounts for Someone Else

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.