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

![Login to MIDAS](image)

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

![Account Request](image)

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

![Account Request](image)
4. Select BDM and select the desired System and Group. Click Add and then Next when complete.

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

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

8. You will receive notification once your request has been submitted. You will be notified once the account has been approved and created.