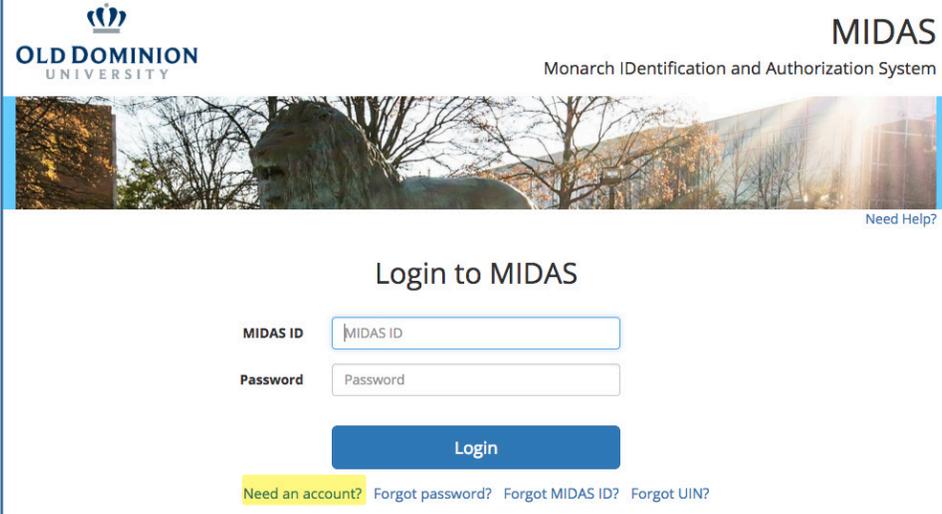


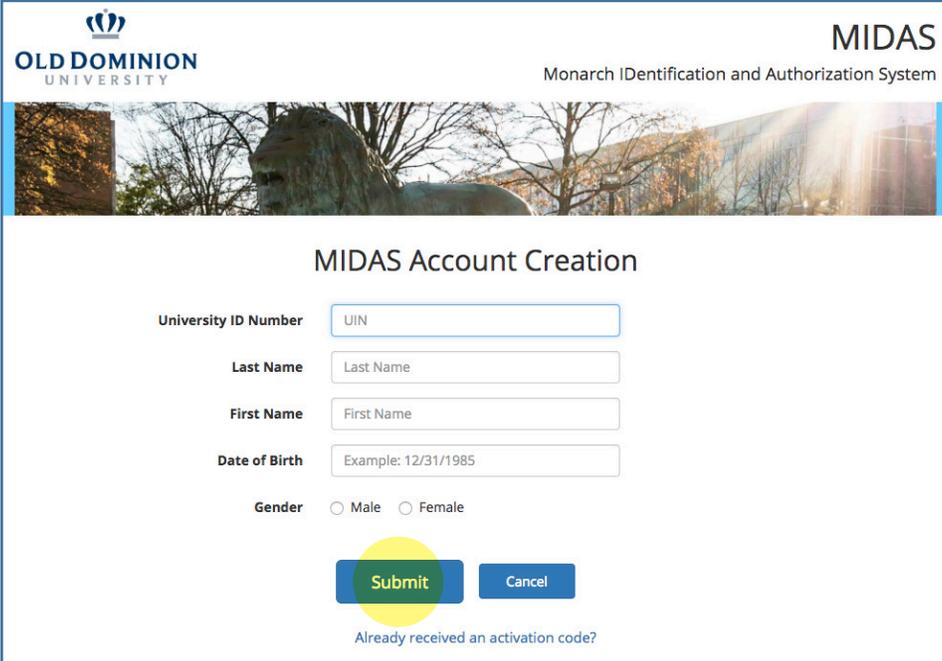
# MIDAS: Create an Account

1. Go to <https://midas.odu.edu> and select **Need an account?**



The screenshot shows the MIDAS login interface. At the top left is the Old Dominion University logo. At the top right, it says "MIDAS Monarch IDentification and Authorization System". Below the header is a banner image of a lion statue. The main heading is "Login to MIDAS". There are two input fields: "MIDAS ID" and "Password". Below these is a blue "Login" button. At the bottom, there are links: "Need an account?" (highlighted in yellow), "Forgot password?", "Forgot MIDAS ID?", and "Forgot UIN?". A "Need Help?" link is also visible in the top right corner.

2. Enter the required information, and click **Submit**.



The screenshot shows the MIDAS account creation form. At the top left is the Old Dominion University logo. At the top right, it says "MIDAS Monarch IDentification and Authorization System". Below the header is a banner image of a lion statue. The main heading is "MIDAS Account Creation". There are five input fields: "University ID Number" (with "UIN" as a placeholder), "Last Name", "First Name", and "Date of Birth" (with "Example: 12/31/1985" as a placeholder). Below these is a "Gender" section with radio buttons for "Male" and "Female". At the bottom, there are two buttons: "Submit" (highlighted in yellow) and "Cancel". Below the buttons is a link: "Already received an activation code?"

*Note: Your University ID Number (UIN) is sent to you when you are admitted to Old Dominion University.*

3. Read about the account requirements, then click **Next**.

### Account Requirements

**Requirements**  
*Overview*

#### Information about the MIDAS Account Update Process

Your Account needs to be updated. Depending on the status of your account, you may be required to do one or all of the following:

1. Accept the Acceptable Usage Policy (AUP) that states your responsibilities for access to ODU network.
2. Complete all necessary annual MIDAS Security Training (there will be one or more training courses, depending on your user role).
3. Create a new Security Profile that will be used if you forget your password.
4. Change your MIDAS password.
5. Set up two-factor authentication.

Click "Next" to proceed.

< Previous
Next >
Cancel
Finish

## Accept the AUP

4. Read the entire Acceptable Usage Policy. Click **Accept**, then click **Next**.

### Account Requirements

**ODU General Acceptable Usage Policy**  
*Acceptable Usage Policy #1*

#### ODU General Acceptable Usage Policy

*ODU General Acceptable Usage Policy*

Computer and network users are granted access to computing, networks, and information stored electronically contingent upon their prudent and responsible use. Access is granted to the individual and no individual can transfer or share access with another. Customers may not (1) use information or resources for any illegal or unauthorized purposes or act, i.e., to violate state or federal laws or any established policies and procedures of the University; (2) participate in any behavior that unreasonably interferes with the fair use of other customers or harms them in any way; (3) use resources or information for commercial purposes without prior authorization from the vice President for Administration and Finance. (Note that these acceptable usage policies are in addition to policies established by the Commonwealth of Virginia and do not supersede those Commonwealth policies.)

Misuse of computing, networking, and information resources may result in severe consequences, including the loss of access to computing resources. (Please be aware that this loss of access could adversely affect the fulfillment of your University obligations.)

By accepting, I acknowledge understanding of the information contained above and offer consent to the following: (1) in any investigation of suspect misuse by the account owner, the University may inspect, without prior notice (but with VP-A&F/auditor authorization), the contents of files, voice mail, logs, and related computer-generated or stored material, such as printouts; and (2) customer computer files may be inspected occasionally by systems personnel when assuring system integrity or performing related resource management duties.

**\*You MUST accept the AUP in order to continue.**

**Accept**  
 **Decline**

< Previous
Next >
Cancel
Finish

## Complete the Security Training

5. You are required to take one or more security training courses during account setup, depending on your role (faculty, staff or student). Read the training carefully, click **Accept**, then click **Next**.

### Account Requirements

**General Security Awareness Training**  
*2013 Security awareness training for all users*

#### General Security Awareness Training

*2013 Security awareness training for all users*

#### Information Technology Security Awareness Training

*Intellectual property rights and copyright information*

---

**\*You MUST accept the Training in order to continue.**

**Accept**  
 **Decline**

< Previous
Next >
Cancel
Finish

## Create Your Security Profile

6. The security profile allows you to reset your password if you forget it. Choose at least one option from **Step 1**:

- **Emailed Token:** You can choose to have a single-use token emailed to any non-ODU email address.
- **User Defined PIN:** Set a 6-digit PIN if you do not have a non-ODU email address. You will have to remember this number.

### Account Requirements

**Setup Forgotten Password Options**  
*Midas Default User Security Profile*

### MIDAS Password Reset Options

If you are locked out of your MIDAS account, you can recover it with the options below.

**Step 1 of 2**

**Emailed Token**  
An Email address MIDAS can send a Password Recovery Token

**Email Address:**

**Emailed Token**  
An Email address MIDAS can send a Password Recovery Token

**Email Address:**

**User Defined Pin**  
A 6-digit PIN that can be used for password recovery

**PIN:**

7. Choose at least one option from **Step 2**, then click **Next**:

- **Question and Answer:** Select two of the predefined questions and answer them. Make sure you choose questions and answers that you will be able to remember long from now.
- **Color Grid:** Set a pattern of color squares that you can remember and replicate if you forget your password.
- **Friend Assistance:** Identify three people from ODU who can confirm your identity.

**Step 2 of 2**

**Question and Answer**  
Canned Questions for Users to Answer

**Select two questions to which you can give memorable answers.**

If you forget your password, you will be presented with your selected questions and be prompted to answer them in exactly the same way you do here.

**First Question:**

**First Answer:**

**Second Question:**

**Second Answer:**

**Question and Answer**  
Canned Questions for Users to Answer

**Select two questions to which you can give memorable answers.**

If you forget your password, you will be presented with your selected questions and be prompted to answer them in exactly the same way you do here.

**First Question:**

**First Answer:**

**Second Question:**

**Second Answer:**

**Color Grid**  
User Defined Color Grid Pattern

**Create a pattern of colors you can remember and re-create.**

Click on a color from the color palette, then click on any square inside the grid that you would like to fill with this color. You can overwrite colors as often as you wish or use the "Clear Pattern" button to start with a fresh grid. *Note: You need to choose at least 2 different colors.*

If you forget your password, you will be asked to re-create the color grid the same way.

[Set color]

Selected color:

**Color Palette:**

**Friend Assistance**  
MIDAS users that can assist you in your password recovery

**Designate three friends who can vouch for you.**

If you forget your password, your friends will receive emails asking to confirm your identity. Enter the MIDAS ID or ODU email addresses of 3 friends you trust.

**Friend 1:**

**Friend 2:**

**Friend 3:**

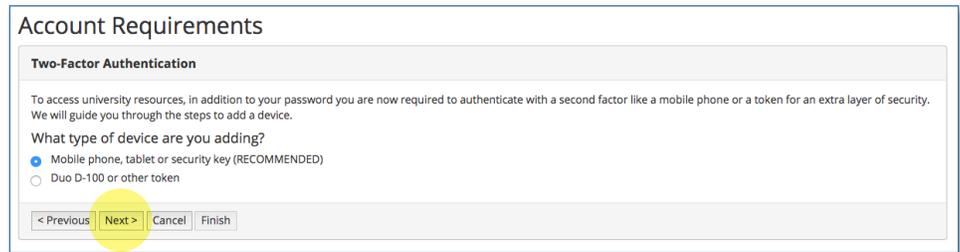
MIDAS:  
Create an  
Account

page 3

## Set Up Two-Factor Authentication

To access university resources, you'll need to log in with two-factor authentication. The first "factor" is your MIDAS ID and password. The next few steps are for setting up your second factor. Most people use a mobile phone as their second factor (instructions below), but if you have a different device, see [this guide](#).

8. Select the type of device you have and click **Next**.



Account Requirements

**Two-Factor Authentication**

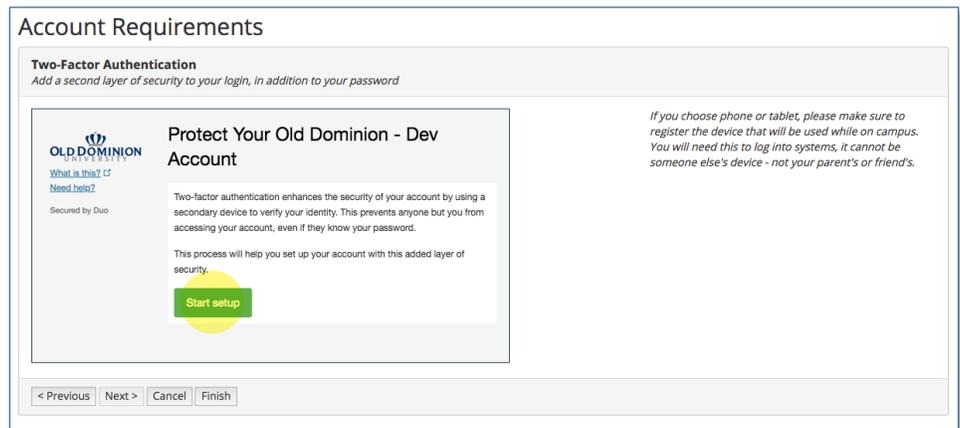
To access university resources, in addition to your password you are now required to authenticate with a second factor like a mobile phone or a token for an extra layer of security. We will guide you through the steps to add a device.

What type of device are you adding?

- Mobile phone, tablet or security key (RECOMMENDED)
- Duo D-100 or other token

< Previous Next > Cancel Finish

9. Click **Start setup**.



Account Requirements

**Two-Factor Authentication**  
Add a second layer of security to your login, in addition to your password

**Protect Your Old Dominion - Dev Account**

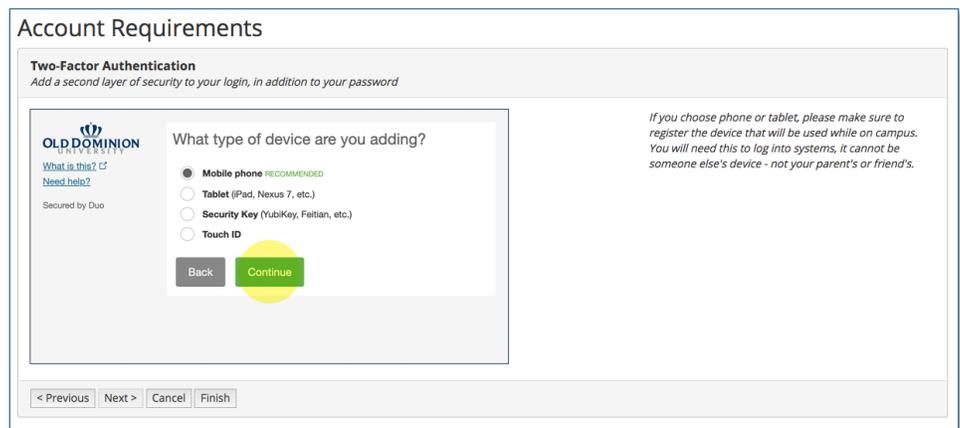
Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

**Start setup**

< Previous Next > Cancel Finish

10. Select your device type and click **Continue**.



Account Requirements

**Two-Factor Authentication**  
Add a second layer of security to your login, in addition to your password

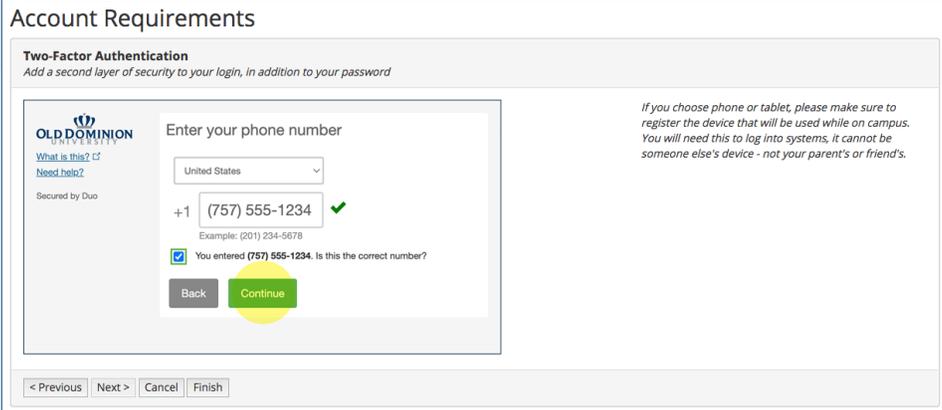
What type of device are you adding?

- Mobile phone (RECOMMENDED)
- Tablet (iPad, Nexus 7, etc.)
- Security Key (YubiKey, Feitian, etc.)
- Touch ID

Back Continue

< Previous Next > Cancel Finish

10. Enter your phone number, check the verification box, and click **Continue**.



**Account Requirements**

**Two-Factor Authentication**  
Add a second layer of security to your login, in addition to your password

**Enter your phone number**

United States

+1 (757) 555-1234 ✓

Example: (201) 234-5678

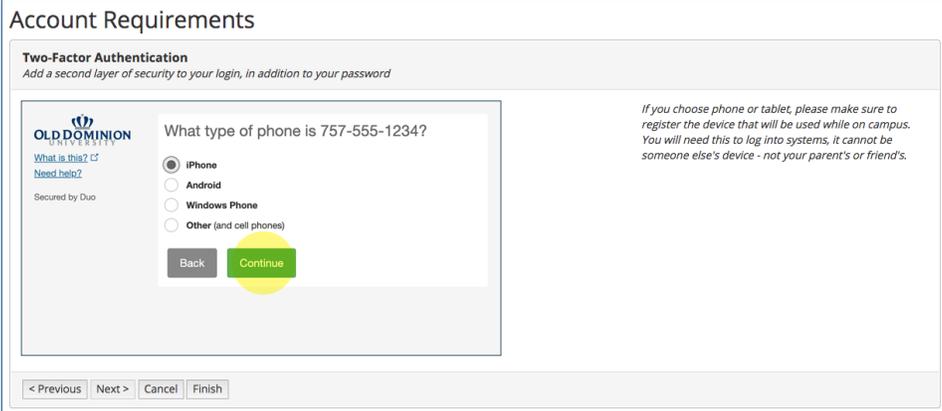
You entered (757) 555-1234. Is this the correct number?

Back Continue

< Previous Next > Cancel Finish

*If you choose phone or tablet, please make sure to register the device that will be used while on campus. You will need this to log into systems, it cannot be someone else's device - not your parent's or friend's.*

11. Select the type of mobile phone and click **Continue**.



**Account Requirements**

**Two-Factor Authentication**  
Add a second layer of security to your login, in addition to your password

**What type of phone is 757-555-1234?**

iPhone

Android

Windows Phone

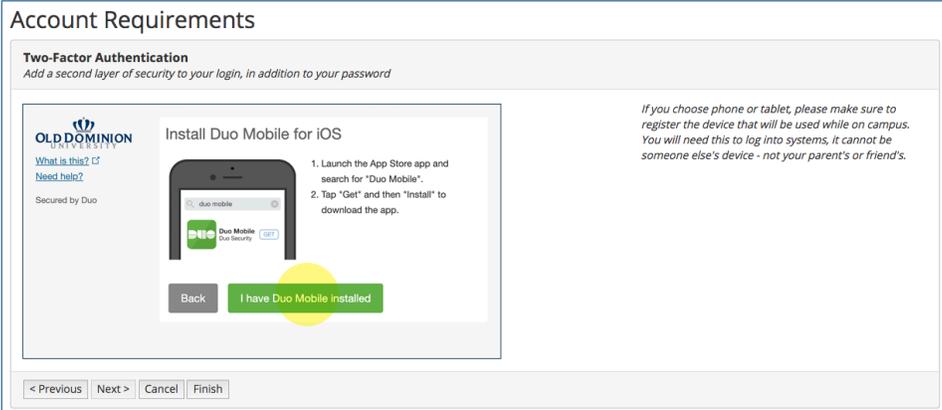
Other (and cell phones)

Back Continue

< Previous Next > Cancel Finish

*If you choose phone or tablet, please make sure to register the device that will be used while on campus. You will need this to log into systems, it cannot be someone else's device - not your parent's or friend's.*

12. On your smartphone, install or open the Duo Mobile app, then click **I have Duo Mobile installed**. (See the [Duo Mobile App Installation Guide](#) for help.)



**Account Requirements**

**Two-Factor Authentication**  
Add a second layer of security to your login, in addition to your password

**Install Duo Mobile for iOS**

1. Launch the App Store app and search for "Duo Mobile".

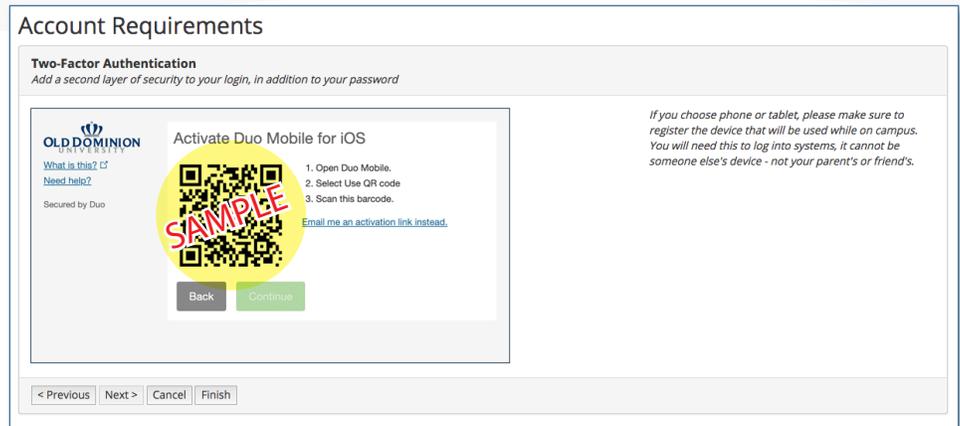
2. Tap "Get" and then "Install" to download the app.

Back I have Duo Mobile installed

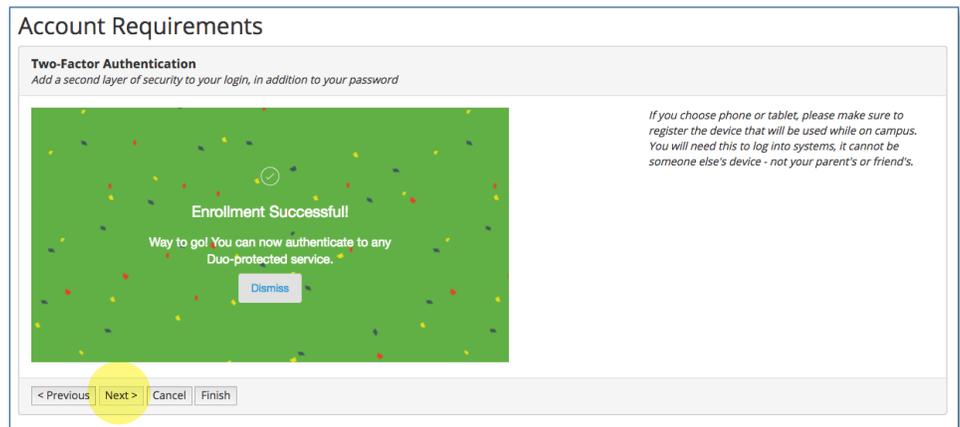
< Previous Next > Cancel Finish

*If you choose phone or tablet, please make sure to register the device that will be used while on campus. You will need this to log into systems, it cannot be someone else's device - not your parent's or friend's.*

13. To activate the Duo Mobile app, **open the app and use it to scan the QR code** that appears on the two-factor enrollment screen.

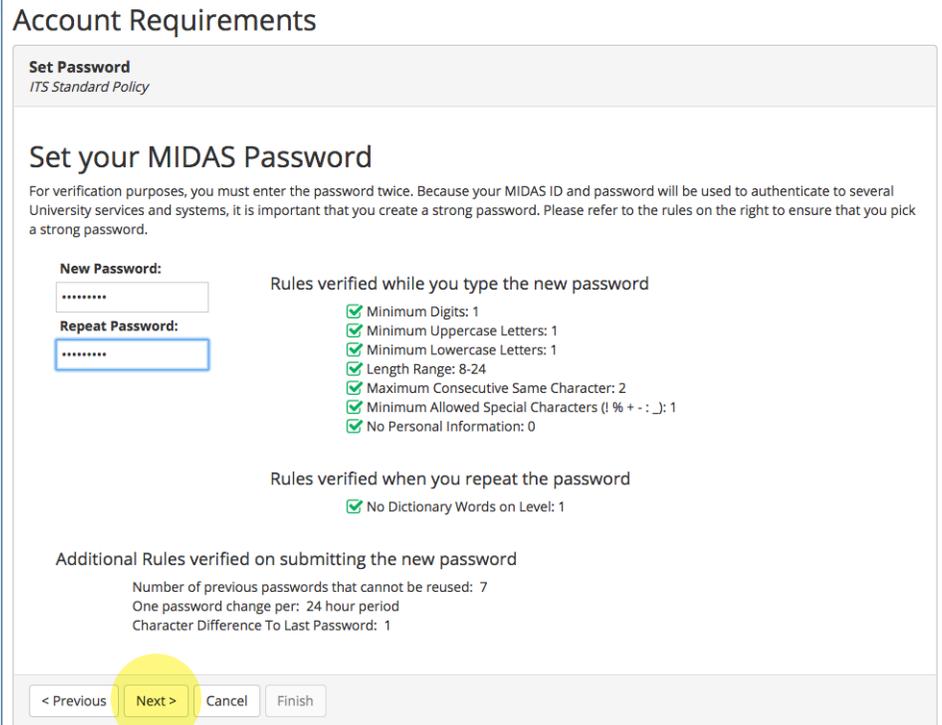


14. Once you've successfully enrolled, click **Next**.



## Set Your Password

15. The last step in your account setup is to set your MIDAS password. The password must follow certain rules, which are listed on the screen. When all of the check boxes have turned green, click **Next**.



**Account Requirements**

**Set Password**  
*ITS Standard Policy*

**Set your MIDAS Password**

For verification purposes, you must enter the password twice. Because your MIDAS ID and password will be used to authenticate to several University services and systems, it is important that you create a strong password. Please refer to the rules on the right to ensure that you pick a strong password.

**New Password:**  
.....

**Repeat Password:**  
.....

**Rules verified while you type the new password**

- Minimum Digits: 1
- Minimum Uppercase Letters: 1
- Minimum Lowercase Letters: 1
- Length Range: 8-24
- Maximum Consecutive Same Character: 2
- Minimum Allowed Special Characters (! % + - : \_): 1
- No Personal Information: 0

**Rules verified when you repeat the password**

- No Dictionary Words on Level: 1

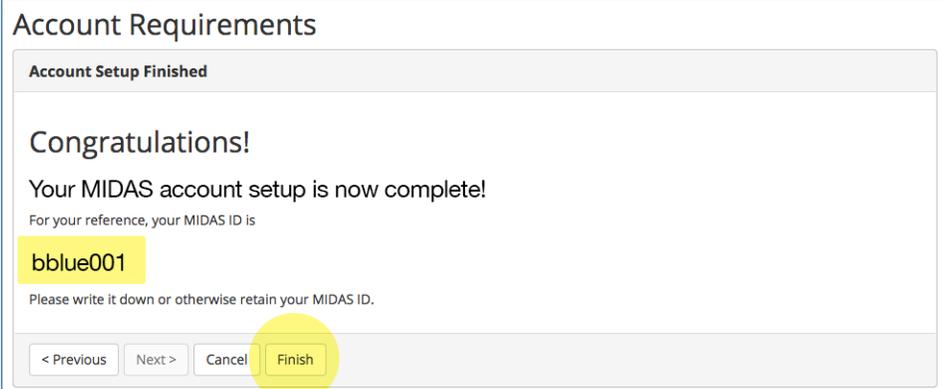
**Additional Rules verified on submitting the new password**

- Number of previous passwords that cannot be reused: 7
- One password change per: 24 hour period
- Character Difference To Last Password: 1

< Previous **Next >** Cancel Finish

## Congratulations

Your account is now set up! You'll see your MIDAS ID displayed on the screen. When you click **Finish**, you will be taken to your MIDAS account page.



**Account Requirements**

**Account Setup Finished**

**Congratulations!**

Your MIDAS account setup is now complete!

For your reference, your MIDAS ID is

**bblue001**

Please write it down or otherwise retain your MIDAS ID.

< Previous Next > Cancel **Finish**