Request Accounts for Yourself
(Note: This option is not available for all MIDAS users; some users will need their supervisor to request accounts for them.)

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 **Yourself**, and click **Next**.

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

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 **Selected Services**. When you have finished adding specific services, systems or accounts, click **Next**.
6. Provide justification as to why accounts are needed, and click **Next**.

7. 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 click on the employee's name. Verify the budget code, and click **Next**.
4. Enter **Contact Information** for anyone other than yourself that you would like notified of the account request progress. (As the requester, you will automatically receive notifications.) Click **Next** to continue.

5. Verify **Employment Information**, and click **Next**.
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**.

7. Provide justification as to why accounts are needed, 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 an Affiliate

Learn more about requesting accounts for non-ODU affiliates at [odu.edu/ts/access/affiliates](odu.edu/ts/access/affiliates).