To 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 into https://midas.odu.edu and select ‘Account Request’ under ‘My Account’ on the menu.

2. Select “Yourself” and ensure that your Budget Code is correct. Click “Next.”
3. Select your job function and any additional accounts/services that are needed. Click “Next.”

4. Provide justification as to why accounts are needed and click “Next.”

5. Review services in Account Request Summary. Make any necessary changes and then click “Finish.” Your request will be processed and submitted.
To Request Accounts for Someone Else:

1. Log into https://midas.odu.edu and select ‘Account Request’ under ‘My Account’ on the menu.

2. Select “Someone else” and search for the user with their University ID number. Update budget code, if necessary and click “Next.”
3. Enter contact information of anyone other than yourself that you would like notified of the account request progress. (As the requestor, you will automatically receive notifications.) Click “Next” to continue.

4. Select the user’s job function and any additional accounts/services that are needed and click “Next” to continue.
5. Enter justification for why user needs these accounts and click “Next.”

6. Review the Account Request Summary and make any necessary changes and click “Finish.” The Account Request will be processed and submitted.