Electronically Request eReceiving Access Instructions

**Purpose:** To provide a step-by-step instruction guide for requesting Banner eReceiving access through the electronic account request process.

**Requirements:** Banner eReceiving training is mandatory. Training is provided monthly and will be required prior to the approval of Banner eReceiving access.

**Steps to ensure proper request of eReceiving access in Banner:**

1. In your internet browser go to [https://midas.odu.edu](https://midas.odu.edu) to reach the Monarch Identification and Authorization System Home Page.
2. Enter your MIDAS username and password, press Login.
3. To request user access click **My Account** drop down box.
4. From the drop down options, select **Account Request**.
5. For eReceiving account requesting, the Budget Code information on this page will remain the same. After verifying the Budget Code, click **Next** at the bottom of the current page to move to the next page.

![Account Request]

6. Select the **Banner** drop down box under heading that says **Request Specific Accounts**.

![Account Request - Request Specific Accounts]
7. Expand the **Banner** drop down option. Make sure you are on the **Class Selection** table.

8. Under **Class Selection Banner System**, expand the selection to select **Banner Procurement Services**.
9. **Select Finance CPS Receiving** under Banner Class. Click **Add**.

10. Your selection will show up underneath the **Selected Classes** field. Click the **Next** button at the bottom of the page.
11. On the next page, provide a justification why the account is needed in the text box. Then press **Next** at the bottom of the current page.

**Example only:** Received eReceiving Training on 08/14/18. Need to document receiving of goods/services that’s been received to reflect the actual date of receipt.

12. Once you have reviewed this summary page, click **finish**.

Once you have successfully completed the request, you will receive a confirmation email from ITS.

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