

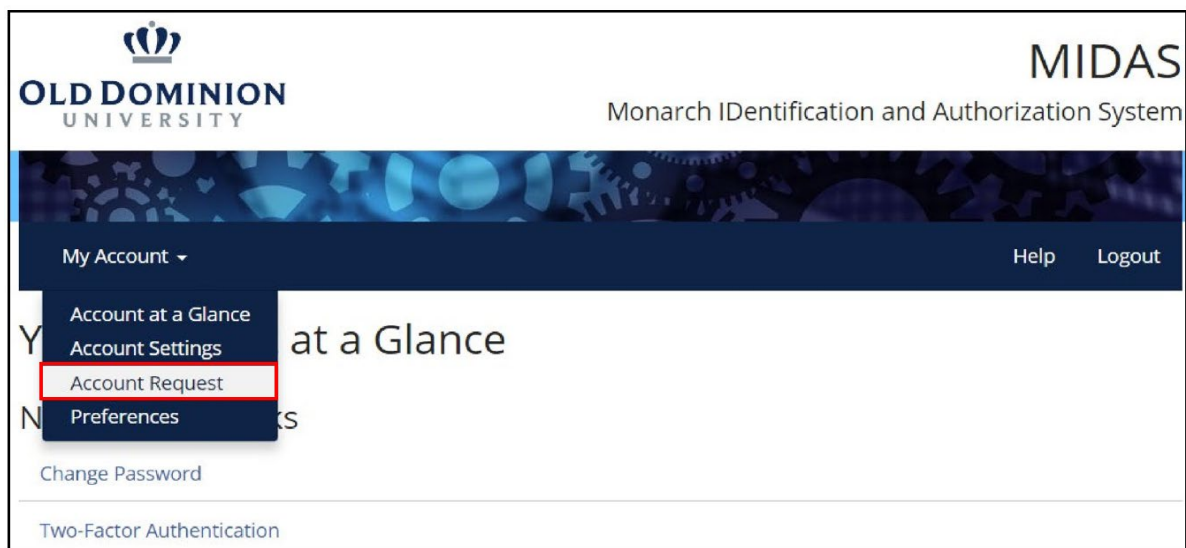
## Electronically Request eReceiving Access Instructions

**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> to reach the Monarch Identification and Authorization System Home Page.
2. Enter you 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**

**Employment Information**

**Role** Our records indicate that your primary role with the university is Classified Staff

**Budget Code** 1PC\*\*  
Above is your current budget code in our system. If this is not correct, please update it here.

Are you employed part-time?

Previous **Next** Cancel Finish

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

**Account Request**

**Request Specific Accounts**  
*Select account types from applicable categories*

▾ Services

Please select a service from the drop-down below. If additional information is needed, it will be displayed. Once you've made your choice, click the "Add" button below.

**Service**  
Choose One ▾

Add

Selected Services:

▸ Advising

▸ BDM

**▸ Banner**

▸ Banner Finance

▸ Banner Human Resources

▸ Database

▸ EAB

▸ Other

▸ Server

▸ Shared Folders/Groups

Previous Next Cancel Finish

7. Expand the **Banner** drop down option. Make sure you are on the **Class Selection** table.

The screenshot shows the 'Account Request' form. Under the 'Request Specific Accounts' section, the 'Banner' dropdown is expanded. The 'Class Selection' tab is highlighted with a red box and a red arrow. Below the tabs, there are fields for 'Banner System', 'Banner Class', and 'Account ID (optional)', along with an 'Add' button. A 'Selected Classes' column is visible on the right.

8. Under **Class Selection Banner System**, expand the selection to select **Banner Procurement Services**.

This screenshot shows the 'Banner System' dropdown menu expanded. The 'Banner Procurement Services' option is highlighted in blue, with a red arrow pointing to it. The dropdown list includes: Choose One, Banner Accounts Receivable, Banner Accounts Tracking, Banner Application Extender, Banner Budget, Banner Course Evaluation, Banner Financial Aid, Banner General, Banner Monarch, Banner Other, Banner Pay For Print, Banner Procurement Services, and Banner Student.

9. Select Finance CPS Receiving under Banner Class. Click Add.

**Class Selection** | **Object Selection** | **Role Selection**

Please select Banner classes here. For a detailed description of the Banner classes refer to the [Banner Systems Page](#).

**Banner System:**  
Banner Procurement Services

**Banner Class:**  
Finance CPS Receiving

**Description** Create receiving reports for delivered goods; given to general University personnel responsible for e-receiving tasks.

**Account ID (optional):**

**Add**

**Selected Classes:**

- ▶ Banner Finance
- ▶ Banner Human Resources
- ▶ Database
- ▶ EAB
- ▶ Other
- ▶ Server
- ▶ Shared Folders/Groups

Previous Next Cancel Finish

10. Your selection will show up underneath the *Selected Classes* field. Click the **Next** button at the bottom of the page.

**Class Selection** | **Object Selection** | **Role Selection**

Please select Banner classes here. For a detailed description of the Banner classes refer to the [Banner Systems Page](#).

**Banner System:**  
Choose One

**Banner Class:**

**Description**

**Account ID (optional):**

**Add**

**Selected Classes:**

- Finance CPS Receiving (BAN\_CPS\_RECEIVING) [remove]

- ▶ Banner Finance
- ▶ Banner Human Resources
- ▶ Database
- ▶ EAB
- ▶ Other
- ▶ Server
- ▶ Shared Folders/Groups

Previous **Next** Cancel Finish

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.

**Account Request**

**Justification for Account Request**  
*Enter a justification or a comment for this request.*

Please provide a justification why the account is needed. In this field you can also enter a comment, more details about the requester for the approver or additional instructions. **Please be more specific than citing "job duties", especially for access to sensitive data.**

**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.

Previous **Next** Cancel Finish

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

**Account Request**

**Account Request Summary**

The account will include the following Banner classes:

Item	Budget Code	ECLS Code	Posting in Accrual Period Allowed?	Account ID	Expiration Date	Action
Finance CPS Receiving (BAN_CPS_RECEIVING)			false			<a href="#">remove</a>

Previous Next Cancel **Finish**

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

**Procurement Services Contact:**

Barbie Edwards  
757-683-7158  
[bdedward@odu.edu](mailto:bdedward@odu.edu)