

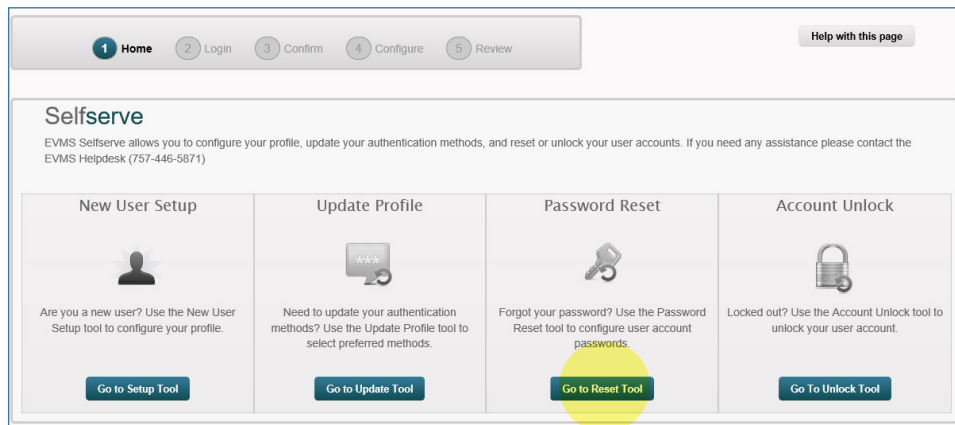
# EVMS TECH INTEGRATION: CREATE YOUR MIDAS ACCOUNT

This guide will walk you through changing your EVMS password, setting up your ODU MIDAS account, and enrolling in ODU two-factor authentication with Duo. After following these steps, you will have a new ODU digital identity (your “MIDAS ID”) which will be synchronized with your EVMS identity and used in several integration steps to come. Eventually, your MIDAS ID will unlock your ODU and EVMS technology services.

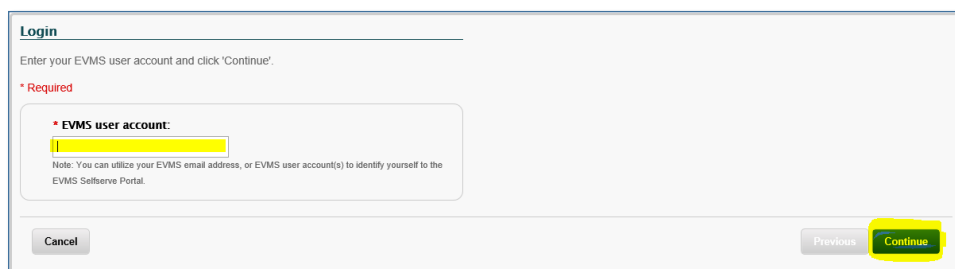
## Change your EVMS password

This will kick off a background synchronization of your EVMS and ODU identities.

1. Go to [passwordreset.evms.edu](https://passwordreset.evms.edu), and click **Go to Reset Tool**. (If this is your first visit to this web page, follow the steps [here](#) to register and configure your profile.)



2. Enter your username or email address, and click **Continue**.



## EVMS IT

evmsit.freshservice.  
com/support/home

(757) 446-7400

evmsit@evms.edu

3. Select two authentication methods, enter the required information, and click **Continue**.

**Confirm EVMS user account**

Select two authentication methods, provide the requested information, and click 'Continue'.

Authenticate with Challenge Questions

**Authenticate with SMS**

\*Select a phone number and click 'Send Code'.

\*\*\*1830 Sprint

**Send Pin**

\*Enter the pin code sent to your mobile device.

**Authenticate with E-Mail**

Select an e-mail and click 'Send Code'.

S\*\*\*\*@EVMS.EDU

J\*\*\*\*@yahoo.com

**Send Pin**

\*Enter the pin code sent to your e-mail.

Cancel Previous **Continue**

4. Select all of your accounts, and click **Continue**.

**Select Account(s)**

Select the account(s) you wish to reset.

<input checked="" type="checkbox"/>	User Name	System Name
<input checked="" type="checkbox"/>	StarreJC	EVMS Active Directory
<input checked="" type="checkbox"/>	StarreJC.NCTR.EVMS	Novell eDirectory

2 Of 2 Selected (Select All) < < 1 > >

Display: 1-2 Of 2

Cancel Previous **Continue**

5. Enter and confirm a new password, making sure to follow the password rules on the screen. Your password should not include your first name, last name or any part of your username. Click **Reset**.

**Create a New Password**

Enter in a new password following the rules below, and click 'Reset'.

\*Required

**Password Rules:**

- Passwords must match.
- At least 8 characters in length.
- No more than 99 characters in length.
- At least 3 of the following rules.
  - At least 1 uppercase character(s).
  - At least 1 lowercase character(s).
  - At least 1 number(s).
  - At least 1 symbol(s).
- Must not repeat a character more than 2 times in a row.
- Cannot be one of your last 10 recently used passwords.

\*Password:

\*Confirm Password:

Cancel Previous **Reset**

**Selected Account(s)**

User Name	System Name
StarreJC	EVMS Active Directory
StarreJC.NCTR.EVMS	Novell eDirectory

6. You should see a **Successful** status if everything changed successfully. Click **Finish**.

**Review Changes**

A green icon indicates a successful password change.  
A red icon indicates a failed password change. Contact your Helpdesk for further information and assistance.

**Selected Account(s)**

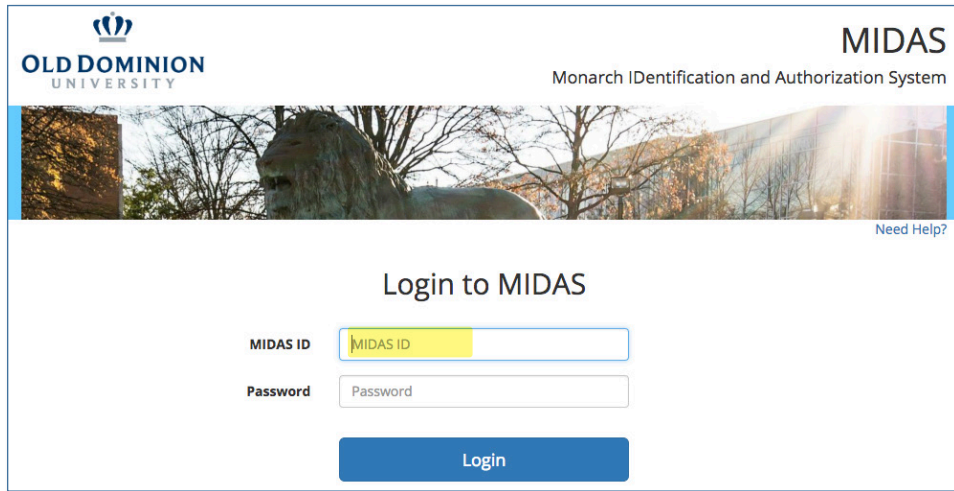
User Name	System Name	Status
StarreJC	EVMS Active Directory	<input checked="" type="checkbox"/> Successful
StarreJC.NCTR.EVMS	Novell eDirectory	<input checked="" type="checkbox"/> Successful

Cancel **Finish**

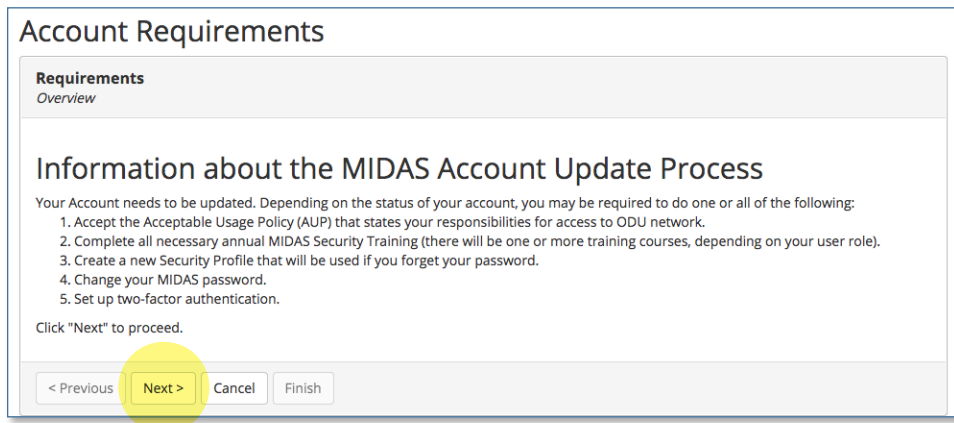
## Log in to MIDAS

We have a [video guide](#) available for the steps in the rest of this document if you prefer to follow along that way.

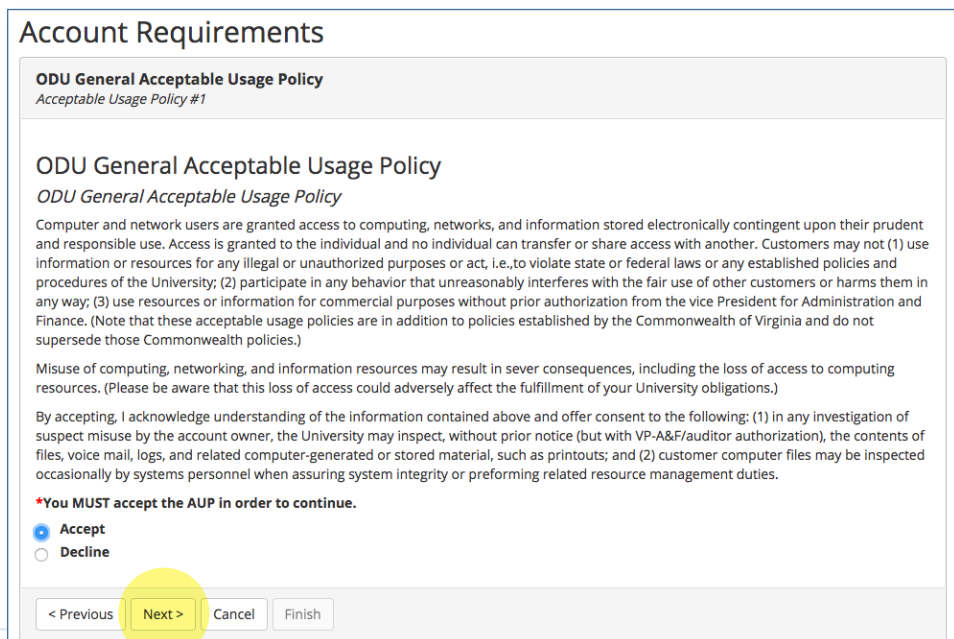
1. Go to [midas.odu.edu](https://midas.odu.edu). Enter your MIDAS ID (which is the same as your EVMS user ID) and the new password you just created.



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



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



4. 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

1. 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:**

Show Other Methods

**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:**

2. 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: Choose One  
First Answer:   
Second Question: Choose One  
Second Answer:

Show Other Methods

< Previous **Next >** Cancel Finish

**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: Choose One  
First Answer:   
Second Question: Choose One  
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:   
[Set color] Clear Pattern

**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:

## 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).

*Note: If you use a Duo-100 token for two-factor authentication at EVMS, you'll need a new one in order to use this method at ODU. You cannot use the same token for two different organizations. Please contact the EVMS IT Help Desk if you need a Duo-100 token.*

1. 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

2. 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**

*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.*

3. 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

**Continue**

*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.*

4. 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?

**Continue**

*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.*

5. 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

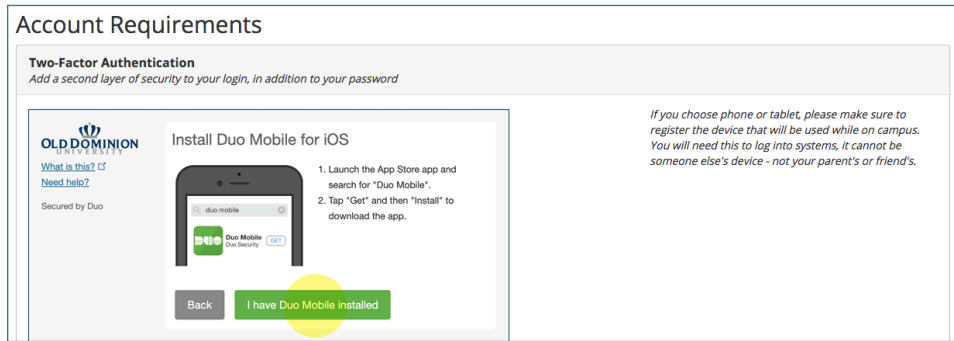
**What type of phone is 757-555-1234?**

- iPhone**
- Android
- Windows Phone
- Other (and cell phones)

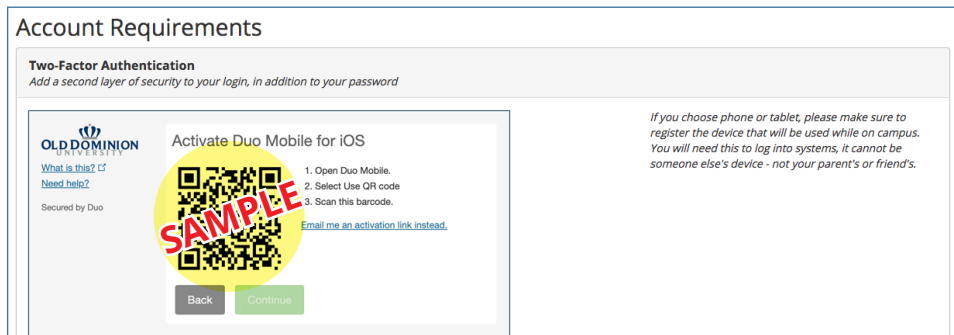
**Continue**

*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.*

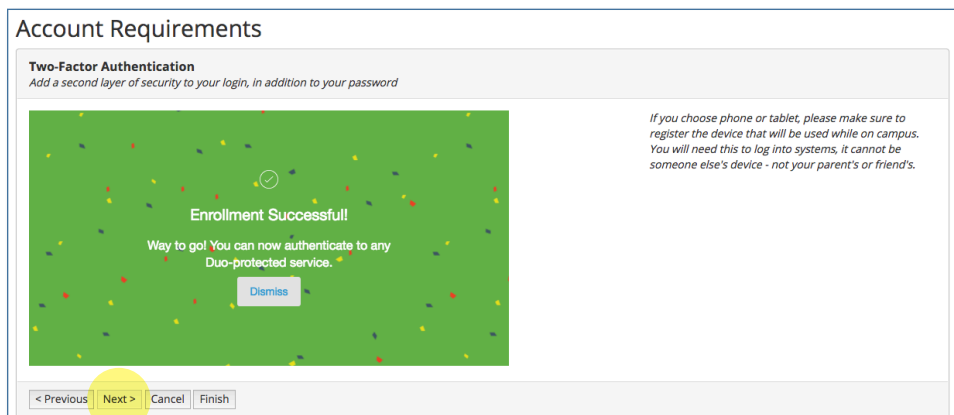
6. On your smartphone, install or open the Duo Mobile app, then click **I have Duo Mobile installed**. (See the [Duo Mobile App Installation Guide](#) for help.)



7. 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.



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



For more information about two-factor authentication at ODU, visit [odu.edu/two-factor](http://odu.edu/two-factor).

## 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.

