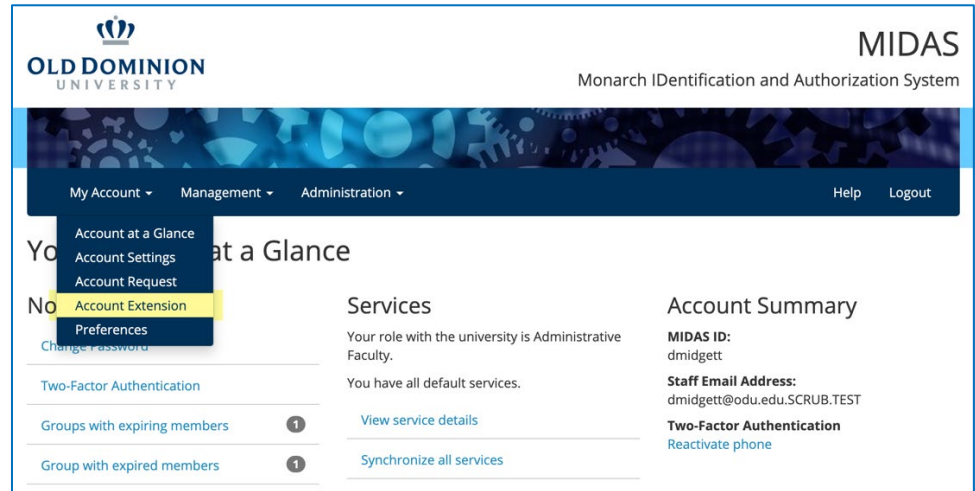


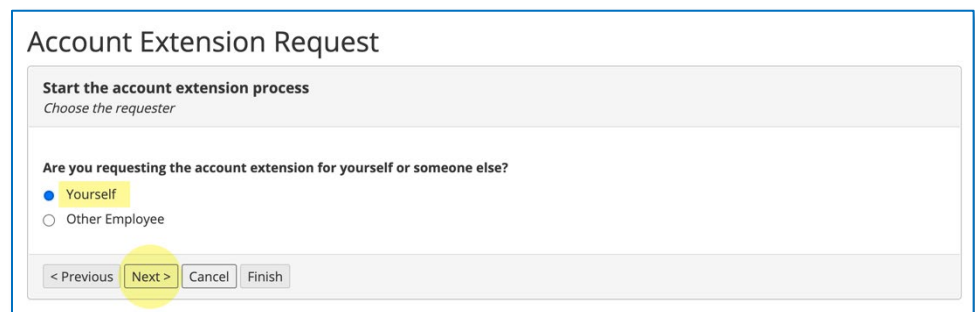
MIDAS Account Extension

Request an Account Extension for Yourself

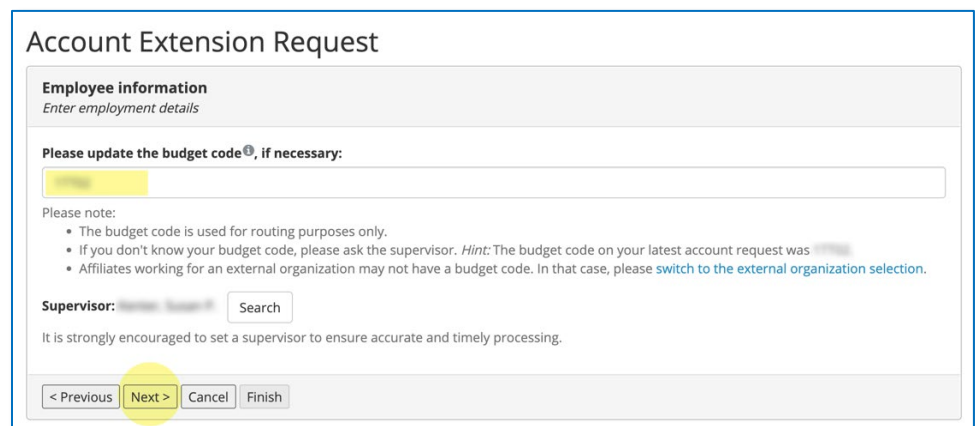
1. Log in to <https://midas.odu.edu> and select **Account Extension** under **My Account** on the menu.



2. Select **Yourself** and click **Next**.



3. Confirm your **budget code** and **supervisor**. MIDAS will fill in the most recent info it has on file, but you can make edits here if things have changed. (A supervisor name is optional, but it helps speed things along). Click **Next**.



4. Provide justification as to why accounts are still needed and click **Next**.

Account Extension Request

Request the account extension
Enter details pertaining to the account extension request

Current Expiration: - unknown -
Please note: You can still proceed even if the system is unable to determine the current expiration date.

Extend Until: 2027-09-03 Update

Justification for Extension:

This employee is still working in this department.

< Previous Next > Cancel Finish

5. Review the summary and click **Finish**. Your request will be processed and submitted.

Account Extension Request

Review
Review the request data

Please verify that the entered values are correct. If everything is in order, click *Finish* to start the request.

Employee: Michael, Susan P. (1000000000)

Budget Code: 10000

Supervisor: Michael, Susan P. (1000000000)

Current Expiration: - unknown -

Extend Until: 2027-09-03

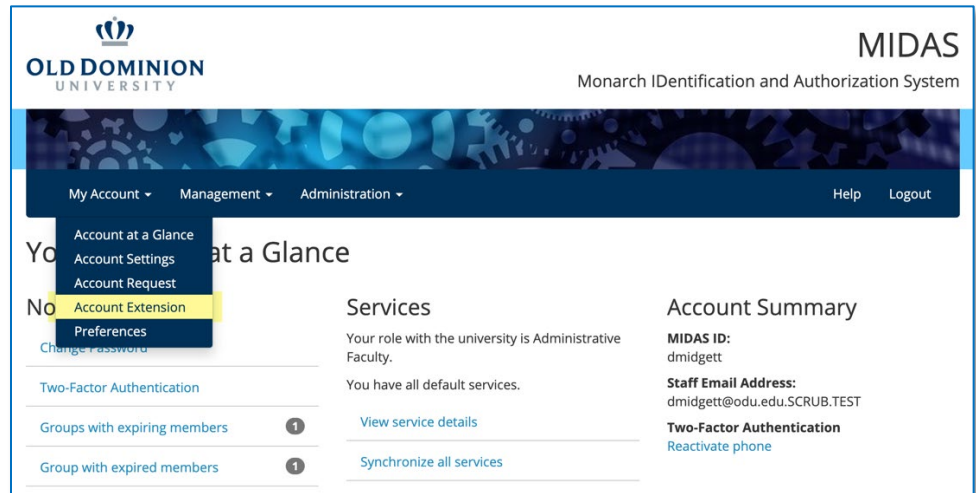
Justification: This employee is still working in this department.

< Previous Next > Cancel Finish

Request an Account Extension for Someone Else

A supervisor or office manager can request account extensions for employees in their area.

1. Log in to <https://midas.odu.edu> and select **Account Extension** under **My Account** on the menu.



2. Select **Other Employee** and click **Next**.

The screenshot shows the 'Account Extension Request' form. The 'Start the account extension process' section is active. Below the title, there's a question: 'Are you requesting the account extension for yourself or someone else?'. There are two radio button options: 'Yourself' and 'Other Employee'. The 'Other Employee' option is selected and highlighted with a yellow box. Below the options, there are four buttons: '< Previous', 'Next >' (highlighted with a yellow box), 'Cancel', and 'Finish'.

3. Enter the employee's UIN, MIDAS ID, email address or name into the **Search** box, click the **Search** button, then select the employee's name. Click **Next**.

The screenshot shows the 'Account Extension Request' form, specifically the 'User Search' section. The 'Search for the employee' section is active. It includes a search box with a placeholder 'Find people by name, account, email, UIN, or system identifiers.' and a note: 'Note: Use the percent sign (%) as a wildcard character for your search.' Below the search box are buttons for 'Search' and 'Clear Search'. The 'Results' section shows a list of search results, with the first result highlighted in yellow. At the bottom are buttons for '< Previous', 'Next >' (highlighted with a yellow box), 'Cancel', and 'Finish'.

4. Confirm the employee's **budget code** and **supervisor**. MIDAS will fill in the most recent info it has on file, but you can make edits here if things have changed. (A supervisor name is optional, but it helps speed things along). Click **Next**.

The screenshot shows the 'Account Extension Request' form at the 'Employee information' step. The sub-header is 'Enter employment details'. A text input field for the budget code is present, with a note to update it if necessary. Below this, a 'Please note' section contains two bullet points: one about the budget code's use for routing and a hint to ask the supervisor if unknown, and another about external organizations. A 'Supervisor' field with a search button is also shown. A note encourages setting a supervisor for accurate processing. At the bottom, navigation buttons include '< Previous', 'Next >' (highlighted with a yellow circle), 'Cancel', and 'Finish'.

5. Provide justification as to why accounts are still needed and click **Next**.

The screenshot shows the 'Account Extension Request' form at the 'Request the account extension' step. The sub-header is 'Enter details pertaining to the account extension request'. It displays the 'Current Expiration' as 2026-08-31 and a note that the user can proceed even if the system can't determine the date. The 'Extend Until' is set to 2027-09-03 with an 'Update' button. A large text area for 'Justification for Extension' contains the text 'This employee still works in this department'. At the bottom, navigation buttons include '< Previous', 'Next >' (highlighted with a yellow circle), 'Cancel', and 'Finish'.

6. Review the summary and click **Finish**. Your request will be processed and submitted.

Account Extension Request

Review
Review the request data

Please verify that the entered values are correct. If everything is in order, click *Finish* to start the request.

Employee: Kelly Rogers (000000000)

Budget Code: 0000

Supervisor: William Green (000000000)

Current Expiration: 2026-08-31

Extend Until: 2027-09-03

Justification: This employee still works in this department.

[< Previous](#) [Next >](#) [Cancel](#) [Finish](#)