
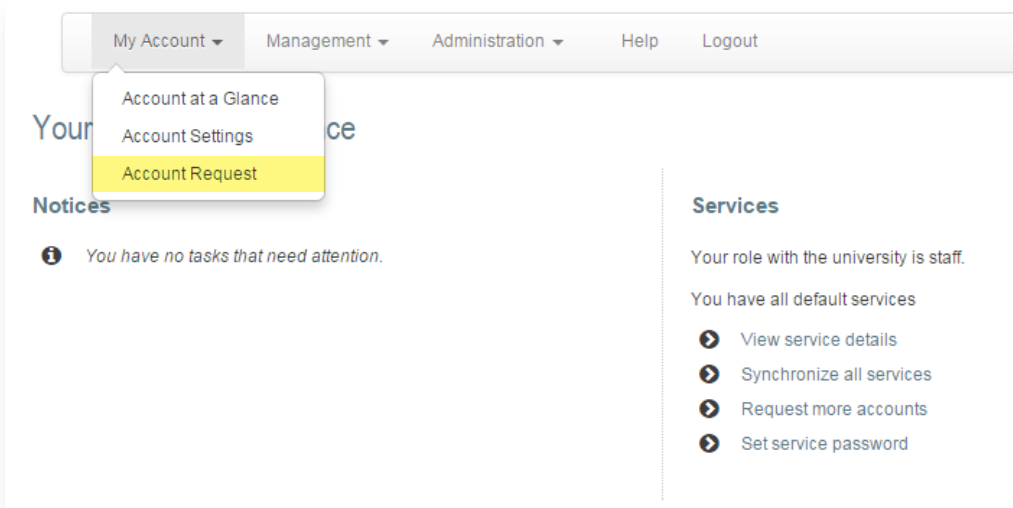


Banner Document Management (BDM) Account Request

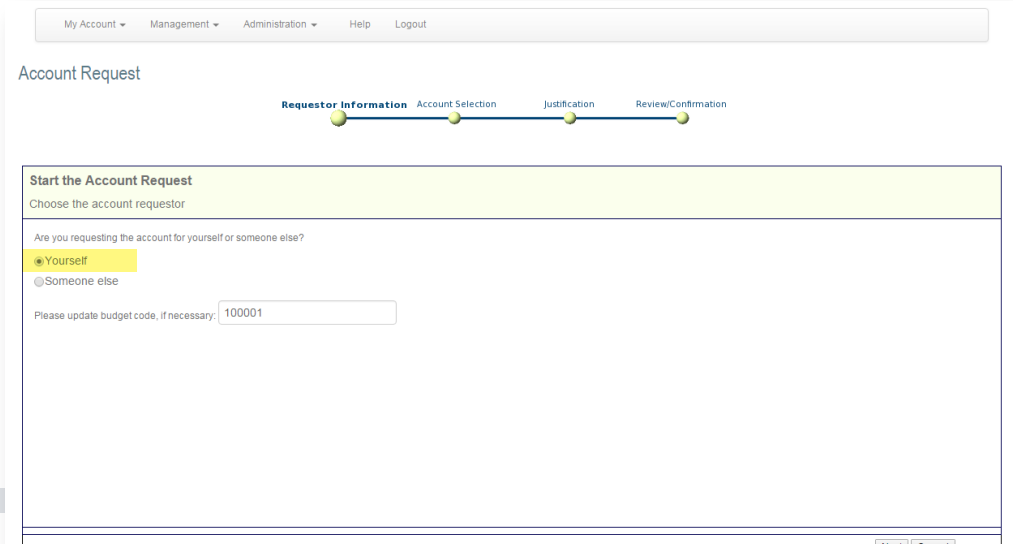
1. Go to **midas.odu.edu** and login with your MIDAS credentials.



2. Select **My Account**, then **Account Request**.



3. Select **Yourself**, and enter the budget code, if necessary.



4. Select **BDM** and select the desired System and Group. Click **Add** and then **Next** when complete.

Account Request

Requestor Information **Account Selection** Justification Review/Confirmation

Request Specific Accounts
Select account types from applicable categories

- Job Function
- BDM**
 - Select BDM System and Group:**
Please select a system from the drop-down below. This will open a list of groups that represent the rights you can request. Once you've made your choice, click the "Add" button below.
System:
 - Group:
 - INSTITUTIONAL REPORTING POWER USERS
 - INSTITUTIONAL REPORTING SCANNERS
 - INSTITUTIONAL REPORTING SCANNERS AND INDEXERS
 - INSTITUTIONAL REPORTING VIEWERS
 - Pre-Production Access**
By checking below you may request this access in the Pre-Production environment also. Please be aware that you need to have the PPRD service for this access to work. If you don't have the PPRD service or are unsure if you have it, please click on the services tab and add it to this account request.
 Need Pre-Production Access
 - List of selected BDM Groups:
- Banner
- Banner Finance
- Database Accounts
- Services
- Shared Email Accounts
- Shared Folders/Groups
- Unix
- Web Time Entry
- Webpage Administration

Previous **Next** Cancel

5. Enter justification for accounts, then click **Next**.

Account Request

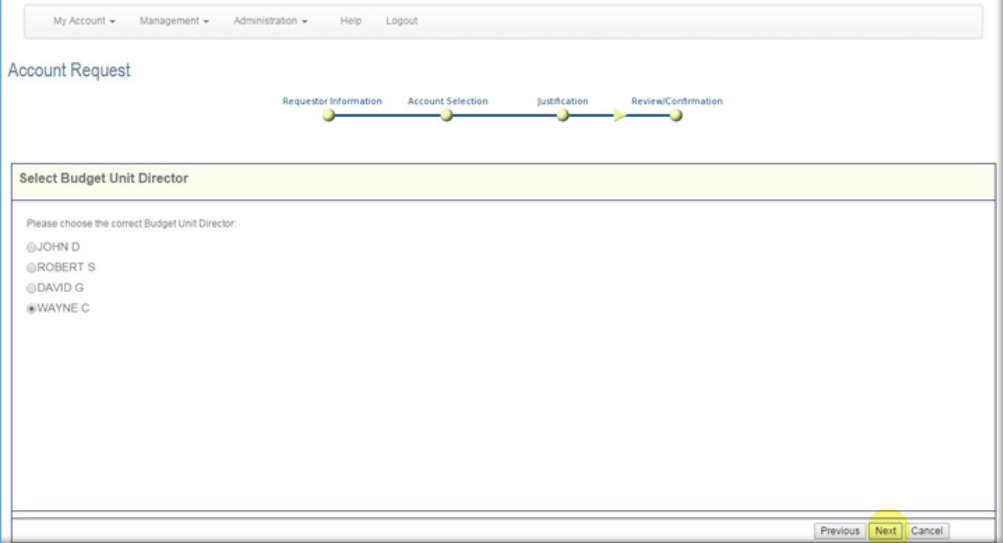
Requestor Information Account Selection **Justification** Review/Confirmation

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 requestor for the approver or additional instructions.

Previous **Next** Cancel

- If required, select Budget Unit Director and click **Next**. (Note: If you do not know who your BUD is, please contact your supervisor.)



My Account Management Administration Help Logout

Account Request

Requestor Information Account Selection Justification Review/Confirmation

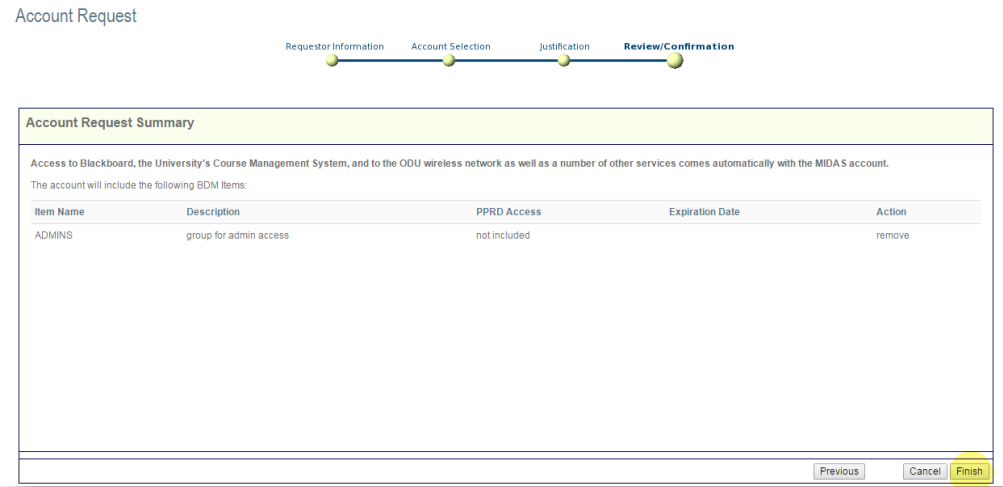
Select Budget Unit Director

Please choose the correct Budget Unit Director:

- JOHN D
- ROBERT S
- DAVID G
- WAYNE C

Previous **Next** Cancel

- Review previous information given. If correct, select **Finish**.



Account Request

Requestor Information Account Selection Justification **Review/Confirmation**

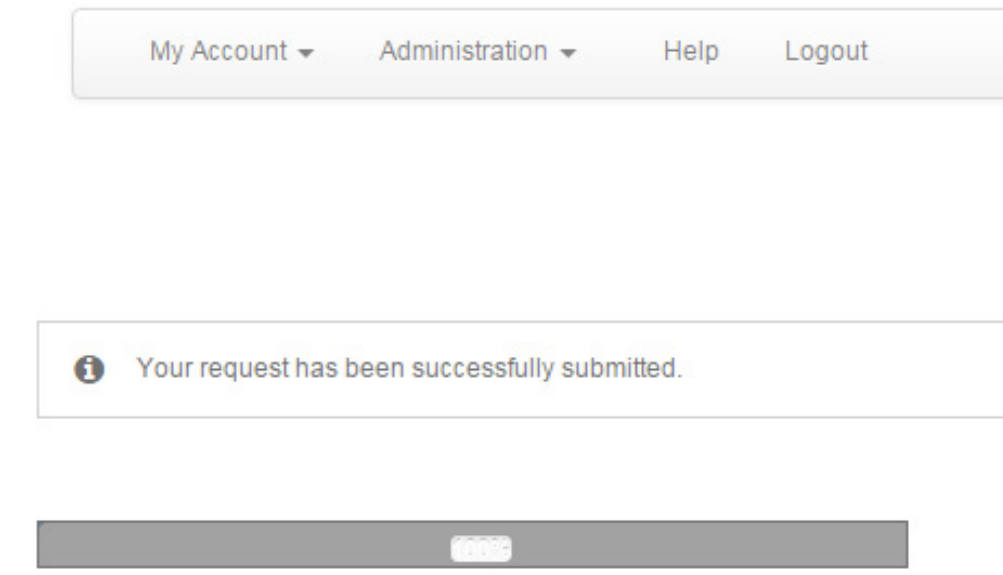
Account Request Summary

Access to Blackboard, the University's Course Management System, and to the ODU wireless network as well as a number of other services comes automatically with the MIDAS account. The account will include the following BDM items:

Item Name	Description	PPRD Access	Expiration Date	Action
ADMINS	group for admin access	not included		remove

Previous Cancel **Finish**

- You will receive notification once your request has been submitted. You will be notified once the account has been approved and created.



My Account Administration Help Logout

i Your request has been successfully submitted.