

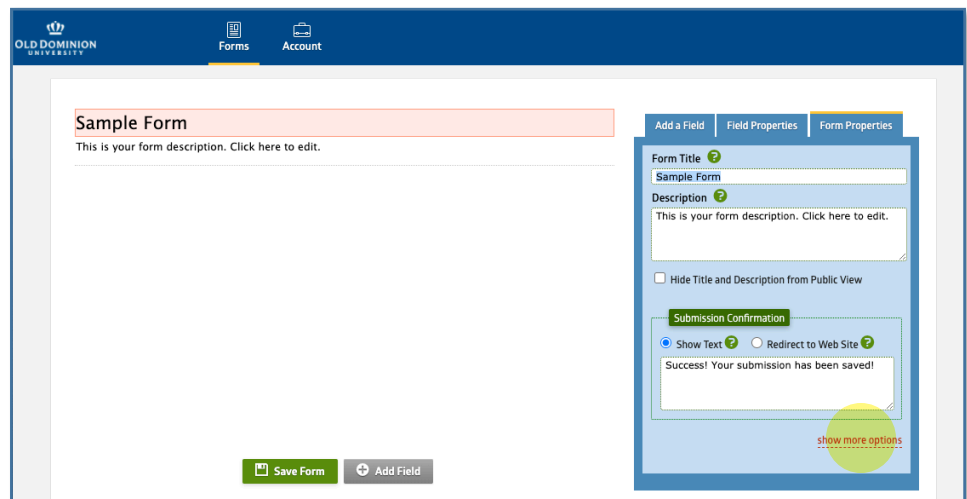
Forms: Enable Authentication

You can create forms that require MIDAS authentication so that only people affiliated with ODU can view and complete your forms.

1. Go to forms.odu.edu and log in with your MIDAS ID and password.
2. From the Form Manager, either create a new form or click **Edit** under an existing form.



3. Go to the **Form Properties** tab and click **show more options**.



Information Technology Services

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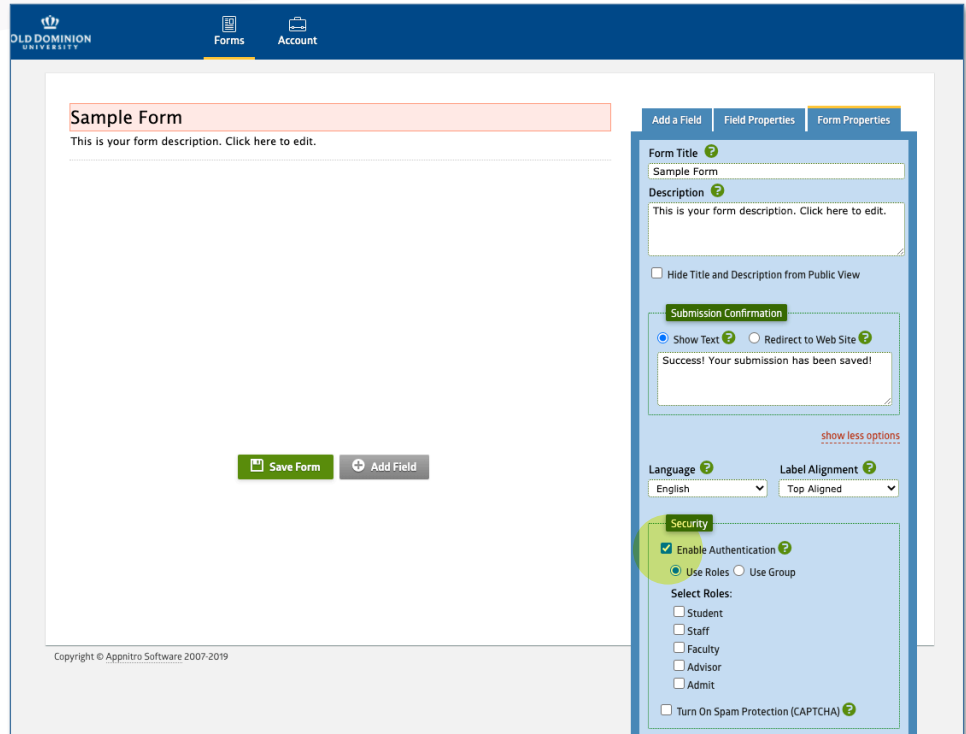
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4. Check the box next to **Enable Authentication**, then select which people at ODU should be able to log in and complete the form.



The screenshot displays the Appnito Forms editor interface. The main area shows a form titled "Sample Form" with a description: "This is your form description. Click here to edit." Below the form are two buttons: "Save Form" and "Add Field". The right-hand panel, titled "Form Properties", contains several sections:

- Form Title:** Sample Form
- Description:** This is your form description. Click here to edit.
- Hide Title and Description from Public View
- Submission Confirmation:**
 - Show Text
 - Redirect to Web Site
 - Success! Your submission has been saved!
- Language:** English
- Label Alignment:** Top Aligned
- Security:**
 - Enable Authentication
 - Use Roles
 - Use Group
 - Select Roles:**
 - Student
 - Staff
 - Faculty
 - Advisor
 - Admit
 - Turn On Spam Protection (CAPTCHA)

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