MIDAS: Create an Account

1. Go to https://midas.odu.edu and select **Need an account?**

2. Enter the required information, and click **Submit**.
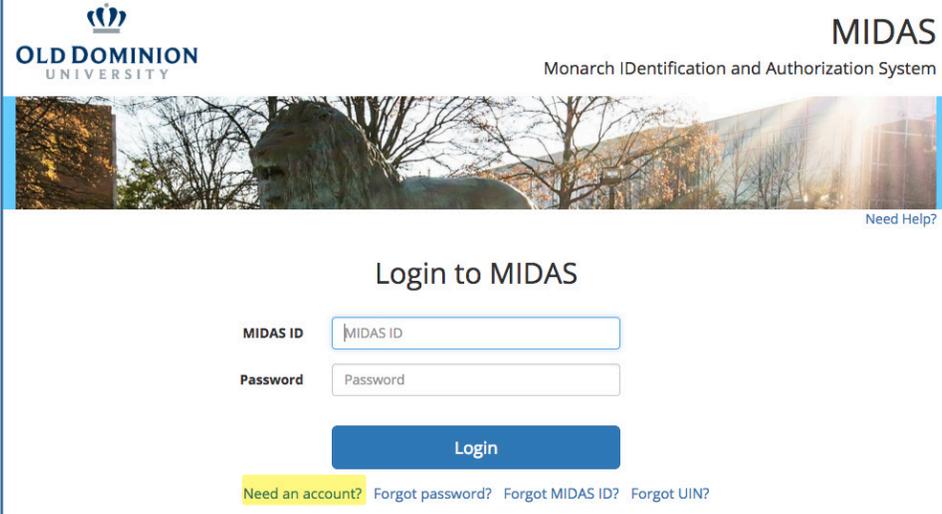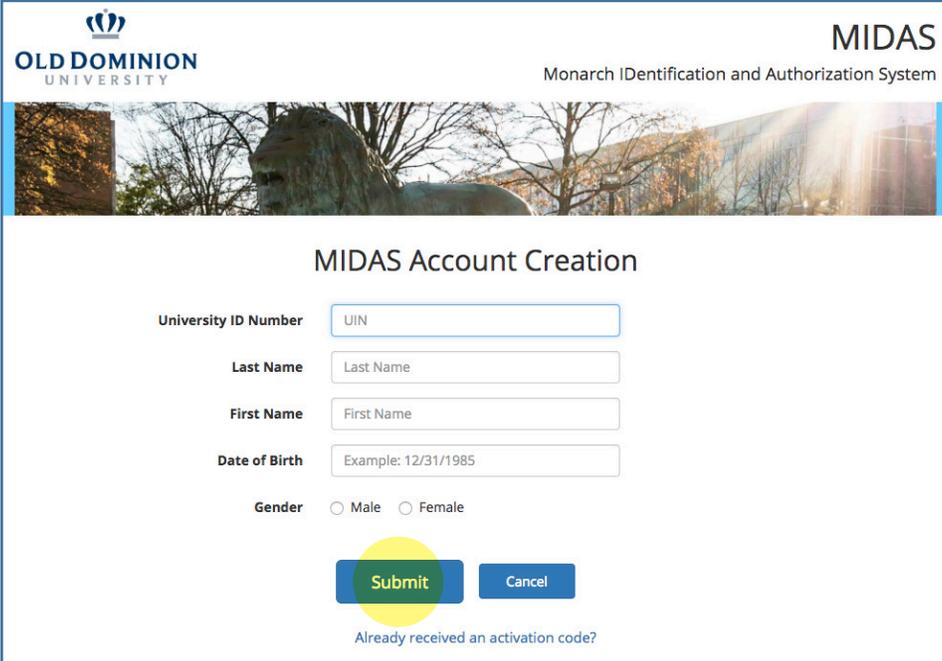
Note: Your University ID Number (UIN) is sent to you when you are admitted to Old Dominion University.

Information Technology Services

www.odu.edu/its

☏ (757) 683-3192

✉ itshelp@odu.edu

♦ 1100 Monarch Hall

f oduits   🐦 odu_its

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

Account Requirements

Requirements
Overview

Information about the MIDAS Account Update Process

Your Account needs to be updated. Depending on the status of your account, you may be required to do one or all of the following:
  1. Accept the Acceptable Usage Policy (AUP) that states your responsibilities for access to ODU network.
  2. Complete all necessary annual MIDAS Security Training (there will be one or more training courses, depending on your user role).
  3. Create a new Security Profile that will be used if you forget your password.
  4. Change your MIDAS password.
  5. Set up two-factor authentication.

Click "Next" to proceed.

[< Previous] [Next >] [Cancel] [Finish]

Accept the AUP

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

Account Requirements

ODU General Acceptable Usage Policy
Acceptable Usage Policy #1

ODU General Acceptable Usage Policy
ODU General Acceptable Usage Policy

Computer and network users are granted access to computing, networks, and information stored electronically contingent upon their prudent and responsible use. Access is granted to the individual and no individual can transfer or share access with another. Customers may not (1) use information or resources for any illegal or unauthorized purposes or act, i.e.,to violate state or federal laws or any established policies and procedures of the University; (2) participate in any behavior that unreasonably interferes with the fair use of other customers or harms them in any way; (3) use resources or information for commercial purposes without prior authorization from the vice President for Administration and Finance. (Note that these acceptable usage policies are in addition to policies established by the Commonwealth of Virginia and do not supersede those Commonwealth policies.)

Misuse of computing, networking, and information resources may result in sever consequences, including the loss of access to computing resources. (Please be aware that this loss of access could adversely affect the fulfillment of your University obligations.)

By accepting, I acknowledge understanding of the information contained above and offer consent to the following: (1) in any investigation of suspect misuse by the account owner, the University may inspect, without prior notice (but with VP-A&F/auditor authorization), the contents of files, voice mail, logs, and related computer-generated or stored material, such as printouts; and (2) customer computer files may be inspected occasionally by systems personnel when assuring system integrity or preforming related resource management duties.

*You MUST accept the AUP in order to continue.
⦿ **Accept**
○ **Decline**

[< Previous] [Next >] [Cancel] [Finish]

Complete the Security Training

5. 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

6. 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.

7. 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.

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), but if you have a different device, see this guide.

8. Select the type of device you have and click **Next**.

9. Click **Start setup**.
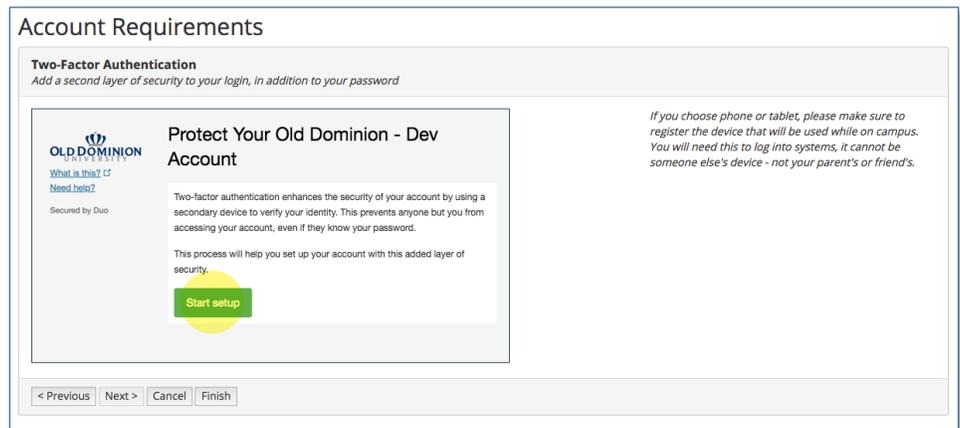
10. Select your device type and click **Continue**.
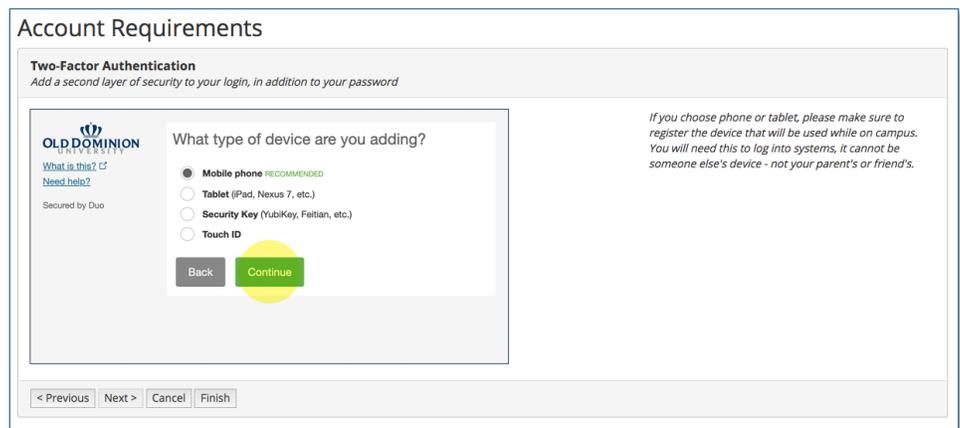
10. Enter your phone number, check the verification box, and click **Continue**.
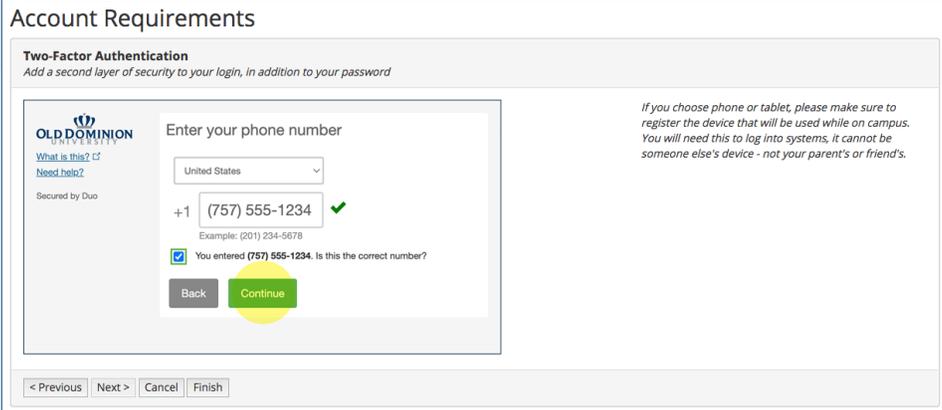
11. Select the type of mobile phone and click **Continue**.
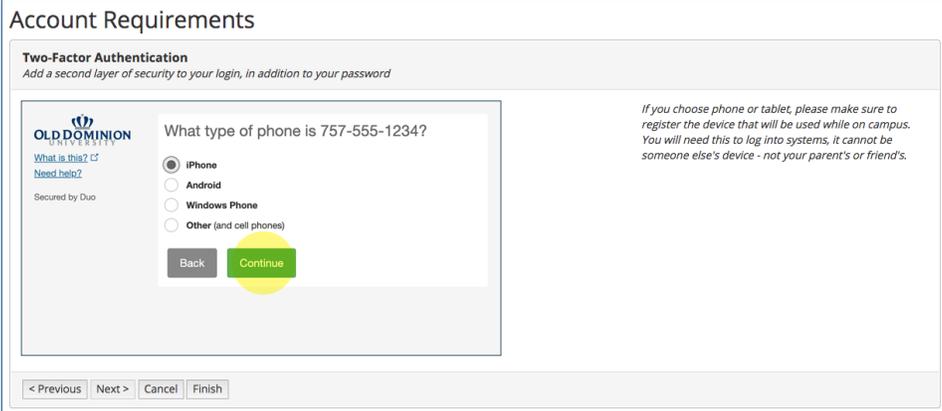
12. On your smartphone, install or open the Duo Mobile app, then click **I have Duo Mobile installed**. (See the Duo Mobile App Installation Guide for help.)

13. 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.
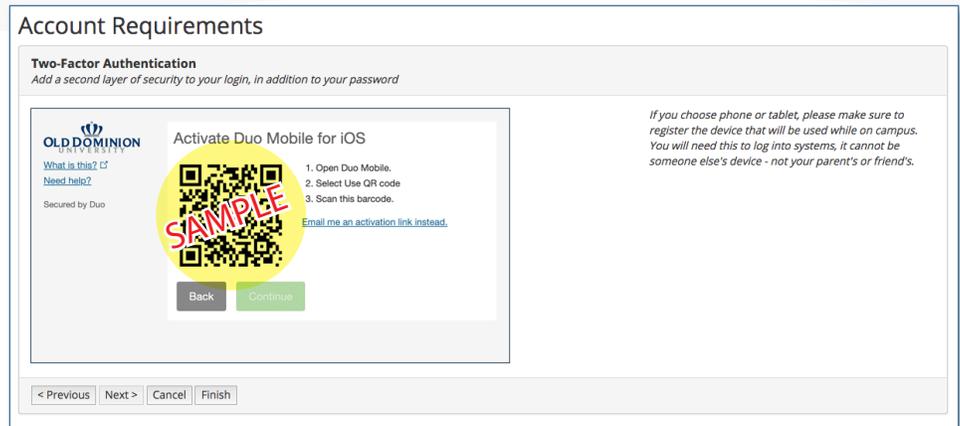
14. Once you've successfully enrolled, click **Next**.
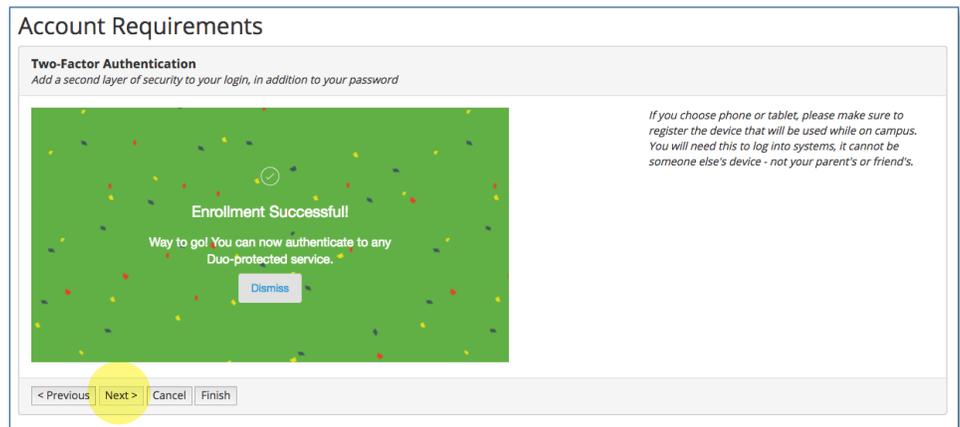
Set Your Password

15. The last step in your account setup is to set your MIDAS password. The password must follow certain rules, which are listed on the screen. When all of the check boxes have turned green, click **Next**.
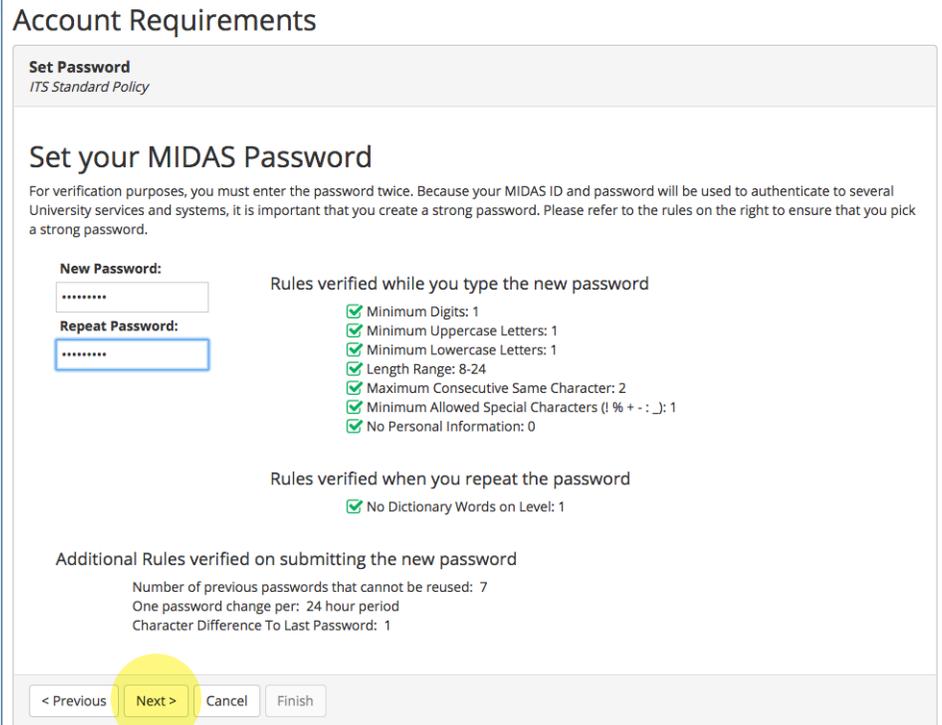
Account Requirements

Set Password
ITS Standard Policy

Set your MIDAS Password

For verification purposes, you must enter the password twice. Because your MIDAS ID and password will be used to authenticate to several University services and systems, it is important that you create a strong password. Please refer to the rules on the right to ensure that you pick a strong password.

New Password:

Repeat Password:

Rules verified while you type the new password

- ☑ Minimum Digits: 1
- ☑ Minimum Uppercase Letters: 1
- ☑ Minimum Lowercase Letters: 1
- ☑ Length Range: 8-24
- ☑ Maximum Consecutive Same Character: 2
- ☑ Minimum Allowed Special Characters (! % + - : _): 1
- ☑ No Personal Information: 0

Rules verified when you repeat the password

- ☑ No Dictionary Words on Level: 1

Additional Rules verified on submitting the new password

Number of previous passwords that cannot be reused: 7
One password change per: 24 hour period
Character Difference To Last Password: 1

[< Previous] [Next >] [Cancel] [Finish]

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.
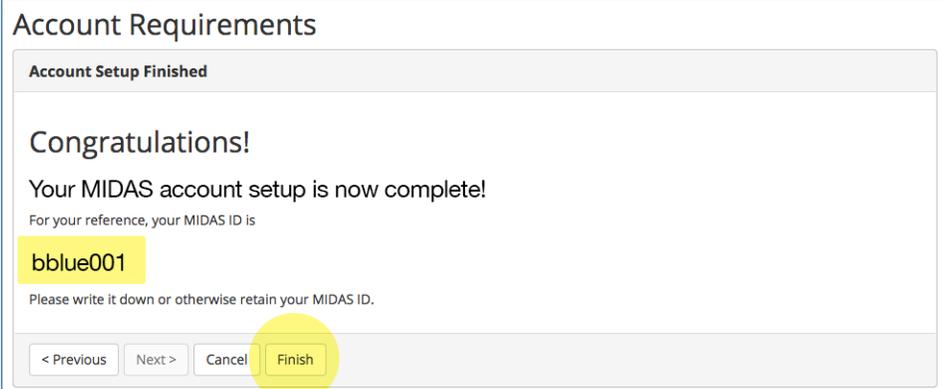
Account Requirements

Account Setup Finished

Congratulations!

Your MIDAS account setup is now complete!

For your reference, your MIDAS ID is

bblue001

Please write it down or otherwise retain your MIDAS ID.

[< Previous] [Next >] [Cancel] [Finish]

MIDAS:
Create an
Account