



Old Dominion University STUDENT COMPUTING ACCOUNTS

The majority of Old Dominion University's student computing accounts are activated and managed electronically through the **Monarch IDentification and Authorization System (MIDAS)**.

MIDAS Integrated Accounts and Systems

MIDAS synchronization is currently in effect for the following accounts and systems (known in MIDAS as "services"):

- University Portal (my.odu.edu)
- University student e-mail (including all Internet-based resources such as Blackboard, FSCS, course evaluations, exit surveys, etc.)
- University student Local Area Network (LAN) accounts
- WebDrive/WebDav system (for maintaining University web pages hosted on www.odu.edu).
- SpamTrap (for managing Spam mail in University e-mail)

For all listed services, passwords will be synchronized with your MIDAS password. Your login ID for each service will always be displayed below the service name on your MIDAS "My Services" page. The status of the service and the date that the service was last updated will also be displayed.

To be eligible for a MIDAS account and any integrated services, you must have a valid LEO Online account. To activate your MIDAS account, you will need to provide specific information that will be matched against your information on file in LEO Online.

Follow the steps as outlined below to activate your accounts


Step 1: Activate your MIDAS Account

Note: If you already have a MIDAS Account, log in to MIDAS to access your "My Services" page and activate any additional accounts (services) you may need (**see Step 2**).

- Access the MIDAS home page at <https://midas.odu.edu>.
- Enter the requested validation information and click the Validation button.
- Your Security Information page will display. Create your security profile and click to complete the MIDAS account activation process.
- You will be immediately forwarded to your "My Services" page. Review the list of services (accounts) that you currently have active; your password for all active services will be reset to match your MIDAS password.

On average, this synchronization process will take only a few minutes. You can review the status of changes by checking the "Last Update" column on your "My Services" page.

Step 2: Activate additional services (accounts)

On the lower section of your MIDAS My Services page, you will see a list of all additional MIDAS-integrated services for which you are eligible. Additional information about that service is available by clicking the  button near the service name.

To activate a service, click the Activate button near that service name and follow the steps as indicated. When the screen refreshes, the requested service should now be listed in the upper part of the screen with a status of **processing**. The login ID for each service will be displayed below the service name.

Password Management Through MIDAS

Password management for all MIDAS (and all MIDAS-integrated systems) is done via the MIDAS website. If you know your password and simply want to change it, this may be done using the Change Password link in MIDAS. Any change to the MIDAS password is replicated to all MIDAS-integrated systems. It takes approximately 1-2 hours to replicate your change throughout the University's servers.

Individuals who lose or forget their MIDAS password should:

- Access the MIDAS home page at <https://midas.odu.edu>
- Click the **Forgot Password** link
- Answer the security profile questions
- Set a new password (this password will be replicated to all MIDAS-integrated systems)

Individuals who are unable to reset their MIDAS password using the security profile should call the OCCS Technical Support Center (TSC) at (757) 683-3192 and provide the following:

1. Full name
2. MIDAS login ID
3. University ID Number (UIN)
4. Date of birth

This information may also be e-mailed to occs-help@odu.edu.

After validation of this information, the MIDAS password will be reset. After your password has been reset, you should log into MIDAS and change the password.



Using Your University Student E-Mail Account

Your e-mail address is your account log in name followed by @odu.edu (i.e. tjone001@odu.edu).

To log in to your account and read/send mail, access the Student Accounts System homepage at <http://season.odu.edu> and locate the Email Account Login and Options section. Click on the Proceed to Email Login Page link. When prompted, type in your user name (login ID) and password.

Disk space restrictions

Student e-mail accounts are restricted to 25Mb of server space. The approximate size of your account will always be viewable in the upper left-hand corner of your InBox view. When your account reaches 25Mb, e-mail that is sent to you will be returned to the sender with the message "Database disk quota exceeded."

If you receive a message that would increase your account size beyond 25Mb, the message will not be delivered. If you attempt to send a message when storing a copy of that message will cause your mail box to exceed the quota, you will not be able to send the message.

You will continue to have access to your mail box to clean out files and have full mail privileges restored. As soon as you delete messages and empty the trash, space immediately becomes available. If necessary, you may request a temporary increase in disk space to allow you time to clean up your mail box. See the Student Accounts FAQ page for details.

Handling Mail

1. To send a new message - From your InBox view, click on the New Memo link.
2. To read a message, click the sender's name to open the message.
3. To reply to message, open the message, select your Reply option, compose your reply, click Submit.
4. Mark a message for deletion, click to place a check mark in the box in front of the message, click Delete on the Tool Bar, then click Delete from the menu that opens.
5. To permanently delete items in your Trash, click Delete on the Tool Bar, then click Empty Trash.

Helpful Email Addresses

Technical Support Center - ocshelp@odu.edu
Lab Issues - lab@odu.edu
Accounts - occsaccts@odu.edu
Unix Issues - helplions@odu.edu
Technology Store - techstore@odu.edu
Registrar's Office - register@odu.edu

For common questions regarding student email accounts, please refer to the Frequently Asked Questions link on the Student Accounts main page (season.odu.edu) for more information.

Using Your Student LAN Account

The Student LAN Account allows students to log into PCs in the University's academic computer labs, OCCS-maintained departmental labs on the main campus, and at the Higher Education Centers. Access is provided to various resources, as well as to the University's wireless network.

To log on:

1. Press and hold the Ctrl + Alt + Delete keys simultaneously and release all at once.
2. Click OK to accept the authorized user security statement.
3. The Novell for Windows log-in window will appear.
4. At the Name field, enter your user name (login ID)
5. At the Password field, type in your password. (The password is case sensitive.) The letters will appear in the box as asterisks. Click OK.

Logging out

1. Close all open applications.
2. Press and hold the **Ctrl + Alt + Delete** keys simultaneously and release all at once.
3. When the "NetWare Security" screen appears, click on **Logout**.
4. When the Logout screen appears, click OK to continue.
5. You will return to the **Ctrl + Alt + Delete** screen.

File recovery

Each Student LAN Account has some storage space on the University server. This is referred to as the H:// drive.

Students may request that files and/or directories be restored from server backup tapes (the data must have been stored on your H:// drive). To request that a file or directory be restored, send an e-mail request to datastore@odu.edu. Provide your LAN account name, the specific directory or file (with directory location) that needs to be restored, and the date from which the restoration should be made.

PLEASE NOTE: once you request that a specific file or directory be restored, you should not save any valid data under the same file or directory name.

Remote Access to H: Drive Files - Internet User

Internet User (IUser) is a web-based utility that allows students to access and manage files stored on their H: drive from any location via an Internet browser.

1. Access the IUser home page at <http://iuser.odu.edu> (or from the University home page, click on Current Students, scroll to Online Resources, and click on the IUser link).
2. Click on the *Access Your Resources* link in the left column of the page to open the Authentication Credentials (log in) window.
3. In the Username field, key in your University student **LAN account** user name.
4. In the Password field, key in your University student **LAN account** password.
5. Click **Next** to continue and access *Your Resources*.

NOTE: detailed instructions for IUser are available from the IUser web site. Printed copies are available from the OCCS Technical Support Center in Webb Center.