How to Add a Member to a Lab Group

1. Log into iLab and open a PI account. Click on the Members tab.

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2. Go to the bottom left side of the page and click on Link Existing User.

Lab members and settings		
Active Members	Expired Members	
Name	Auto Approval Amount	
Daniel Sun	Lab default (\$1,000.00)	
Q Link Existing Use	er	

3. The following text box will appear. Type in the person's name you wish to add. Click on the name and email address when it appears.

Q Link Existing User	
Add an existing user	
Invite additional members to this group	
Jeffrey Smith - smithje@jhmi.edu	

4. Select from the drop-down menu the role to be assigned and click Invite.

Add an existing use	r	
Invite additional members td at Jeffrey Smith - smithje@jhmi. Jeffrey Smith	nis group edu member Start Date: Imager principal_investigator	te

5. You can also put in a start and an end date for the membership if needed. Just click on the calendar icon for the start and end date to set each date before you click Invite.