Adding a Member to a Core Facility

In order to add a member to your core facility you must have admin level access.

1) Log into iLab and select the core lab that you would like to add a member and click on the Administration tab in the upper right side of the page.

2. Once the Administration page is open, click on the yellow Members bar

3. The Manage administrator and staff access function will open. Type the name of the person you wish to add in the text box and click Search.
If the person is in the iLab program, their name will appear. Select their access level from the drop-down menu in the lower right.

4. Click invite and you’re done.