How to Approve IO Addition Request to PI Account in iLab

1. Log into iLab (https://johnshokins.corefacilities.org) and click on the green login button in the upper right side of the page.

2. Your homepage will open. Click on the 3 horizontal bars (A) in the upper left side of the page to open your menu. Click on View Funds (B).

3. The following page will open. You can approve or reject the request here.

4. In addition to viewing your pending requests, you can also view ones that you have previously approved or rejected by clicking on the appropriate link.
You can also reject previously approved cost objects by clicking on the approved link. If lab members are already assigned to use the IO or CC, you may not be able to revoke the request (see image below).

You can also approve previously rejected requests by clicking on the “rejected” link and click approve.