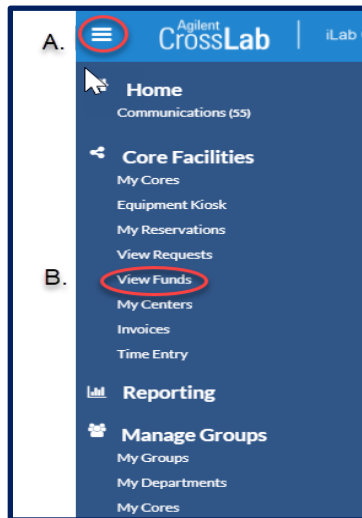


How to Approve IO Addition Request to PI Account in iLab

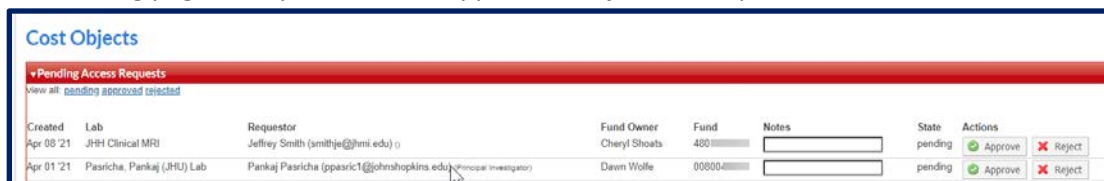
1. Log into iLab (<https://johnshokins.corefacilities.org>) and click on the green login button in the upper right side of the page.



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).

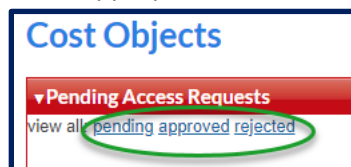


3. The following page will open. You can approve or reject the request here.



Created	Lab	Requestor	Fund Owner	Fund	Notes	State	Actions
Apr 08 '21	JHH Clinical MRI	Jeffrey Smith (smithje@jhmi.edu)	Cheryl Shoats	480		pending	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
Apr 01 '21	Pasricha, Pankaj (JHU) Lab	Pankaj Pasricha (ppasric1@johnshokins.edu) (Principal Investigator)	Dawn Wolfe	008004		pending	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

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).

Fund	Notes	State	Actions
00800	<input type="text"/>	approved	ⓘ Cannot reject - fund is assigned to one or more lab members for use. Contact PI to resolve.
00800	<input type="text"/>	approved	ⓘ Cannot reject - fund is assigned to one or more lab members for use. Contact PI to resolve.
00900	<input type="text"/>	approved	<input type="button" value="✖ Revoke"/>

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

▼ Rejected Access Requests							
View all: pending approved rejected							
Created	Lab	Requestor	Fund Owner	Fund	Notes	State	Actions
Jan 14 '21	Iijima, Miho (JHU) Lab	Randy Huffman (rhuffman1@johns Hopkins.edu)	Kathleen Dorsey	00800	<input type="text"/>	rejected	<input type="button" value="Approve"/>
Nov 13 '20	Graham, David (JHU) Lab	Samuel Wismer (swismer1@jhmi.edu) (Manager)	Samuel Wismer	655	<input type="text"/>	rejected	<input type="button" value="Approve"/>