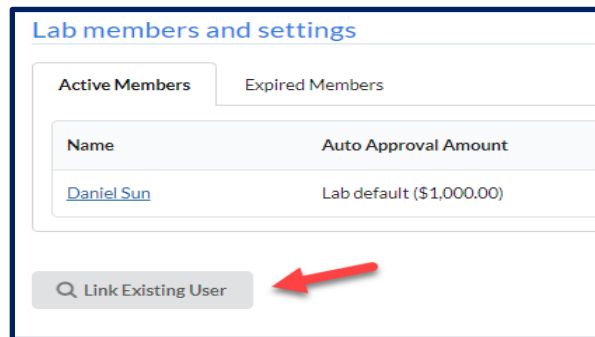


How to Add a Member to a Lab Group

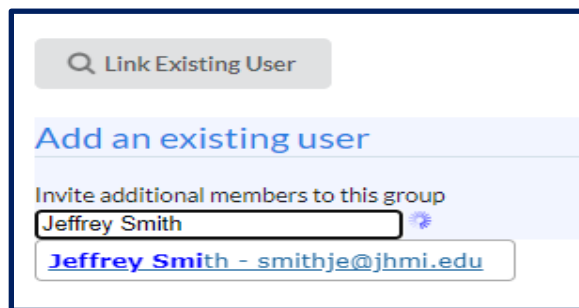
1. Log into iLab and open a PI account. Click on the Members tab.



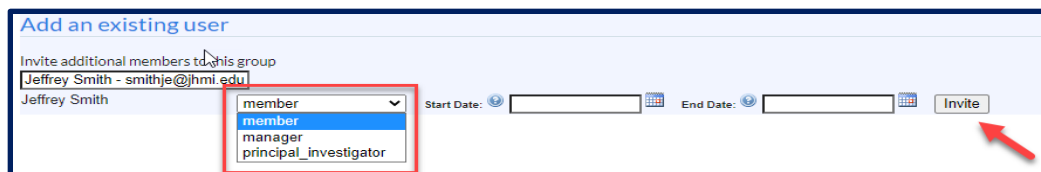
2. Go to the bottom left side of the page and click on Link Existing User.



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.



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



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.