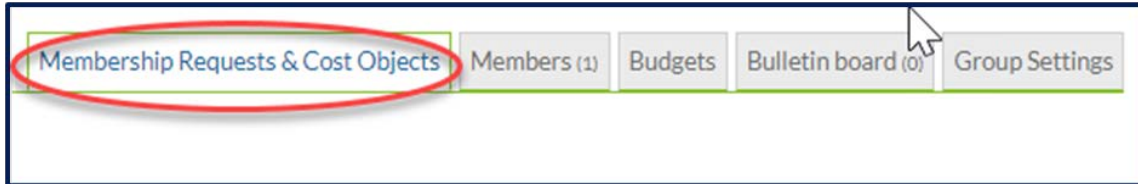
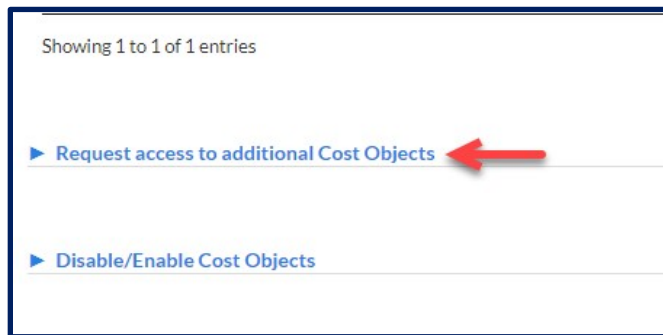


## How to Request the Addition of an IO or Cost Center to PI Account in iLab

1. Log into your iLab account. Once on your account page, click on **Membership Requests & Cost Objects** tab.



2. Scroll down to the lower left side of the page and click on **Request access to additional Cost Objects**.



The following will appear:

▼ Request access to additional Cost Objects

ⓘ If you don't see a Cost Object that you should have access to, please type it in below. The Institution Administrator will receive a notification and approve or deny your request.

To request access to additional Cost Objects, enter the Cost Object in the field below and click "Request." Your request will be submitted to the SAP designated Approver. If approved, you will receive a notification and the Cost Object will be displayed in the above Cost Object grid.

Please enter either your 10-digit cost center or the 8-digit internal order preceded by two zeros 00. For example, for a cost center you would enter 1000008002 and for an internal order you would enter 0080001111.

★ Cost Object

- Type in the IO or cost center number in the box and hit enter. The request is displayed with the **Status** (i.e., pending or approved), **Owned by** or the approver of your request (see below). The approval process is similar to a shopping cart approval. An automated email from iLab is sent to the approver with instructions to log in to their account and approve or reject the request.

**Request access to additional Cost Objects**

If you don't see a Cost Object that you should have access to, please type it in below. The Institution Administrator will receive a notification and approve or deny your request.

To request access to additional Cost Objects, enter the Cost Object in the field below and click "Request." Your request will be submitted to the SAP designated Approver. If approved, you will receive a notification and the Cost Object will be displayed in the above Cost Object grid.

Please enter either your 10-digit cost center or the 8-digit internal order preceded by two zeros 00. For example, for a cost center you would enter 1000000002 and for an Internal order you would enter 0080001111.

★ Cost Object

Your Cost Object requests:

Cost Object	Requested on	Status	Owned by
00900	Sep 05 '13		Johns Hopkins Admin Group

- Once approved, either the PI or the manager of the requesting lab will have to log in and activate the access to the IO or cost center under the **Request access to additional Cost Objects** by checking off the check box under the IO, next to the member's name.

Name	Default Cost Object	<input type="text" value="0080012"/>
Jeffrey Smith	None	<input checked="" type="checkbox"/>
Erika Weaver	None	<input checked="" type="checkbox"/>