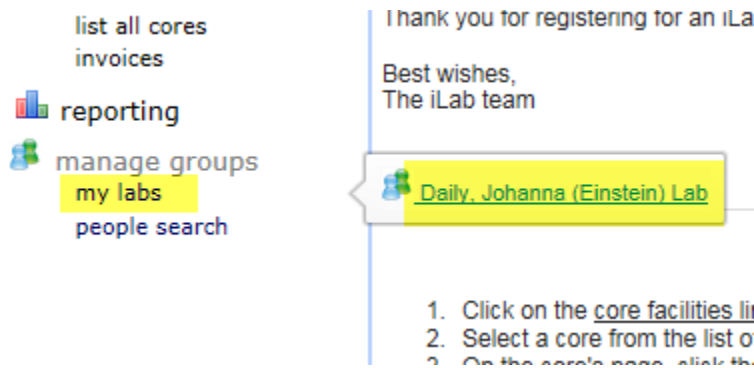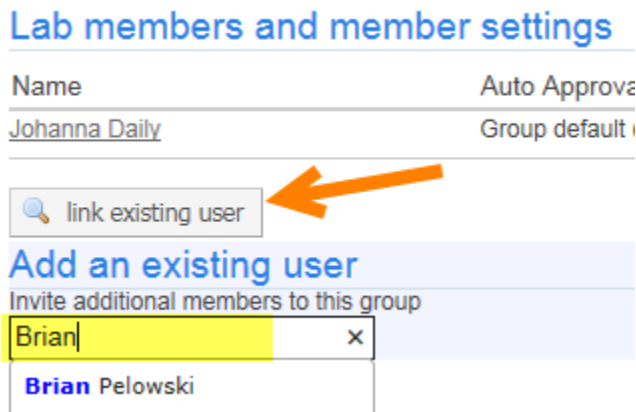# Administration – Adding, Editing & Removing a Lab Member + Assigning Roles

Note that in addition to using the method outlined below, lab members can also request access to a lab on their own when they access iLab for the first time. The instructions below allow you to manually populate a lab with the appropriate individuals, underlined: provided they have logged into iLab at least one time in the past.
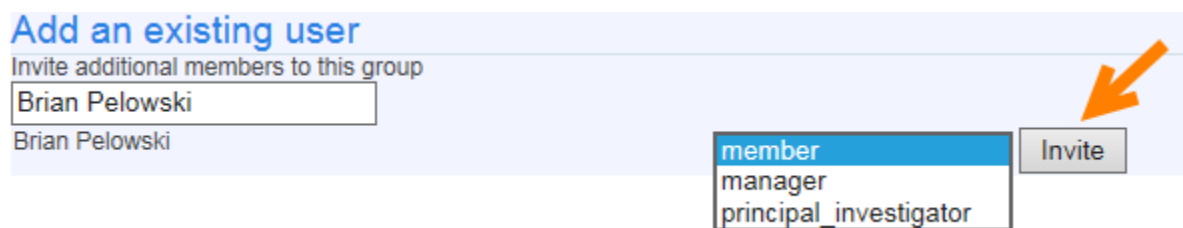
1. Hover over the "my labs" link on the left and select the lab you want to access from the dialog box. Alternatively, click "my labs" and then find the lab in your list of labs.

2. Scroll down to the Lab members and member settings section and click the "link existing user" icon to begin searching for the lab member. Type their first name, then last. iLab will actively search through the list of users as you are typing.

3. Once you have found the user, select the appropriate role from the drop-down and click the "invite" button. The user has now been added to the lab.

4. To edit a lab member's role, click the yellow pencil next to their name. To remove someone from the lab, click the red X. To view their role, hover over the person icon.
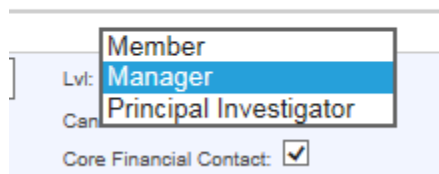
Lab members and member settings

Name	Auto Approval Amount	Email	Phone	
Johanna Daily	Group default ($5,000.00)	Ilsa.Ortiz@einstein.yu.edu		👤✏️
Brian Pelowski	Group default ($5,000.00)	Brian.Pelowski@einstein.yu.edu		👥 💲✏️✖
Ilsa Garcia	Group default ($5,000.00)	Ilsa.Ortiz@einstein.yu.edu		👤✏️✖

5. While editing a lab member, you can change their role and select if they should be the financial contact for the lab should a core have any funding questions.

settings

Member
Lvl: **Manager**
Principal Investigator
Can

Core Financial Contact: ☑

Characteristics of Member Roles

PI - The principal investigator, or logical 'head' of a lab. This role can assign and manage grants/funds in their lab and approve requests.

Financial Manager (or core contact) - This role has the ability to manage access to grants/funds in specific labs in which they are assigned.

Member - a researcher in a PIs lab. Must have a fund number assigned to them in order to use core services.