

This document outlines the steps for to approve a users request to join a lab under a specific PI and to assign the account strings that the user will have access to in iLab.

Access iLab		
Go to the iLab solutions site using the direct link or the <u>One</u> <u>Purdue Portal</u> and login using your Boilerkey credentials. Help logging in to iLab using Boilerkey <u>can be found here</u> .	$\frac{\text{purdue.ilabsolutions.com}}{\text{Lab Management}}$	
Access Membership Request(s)		
As a Delegate of a Pl		
Click My Departments .	 Manage Groups My Groups My Departments My Cores Purdue University People Search 	
Click Groups .	Department Name: Chemical Engineering	
Click Group Name of PI to act on the behalf of that PI.	Group Name Approval Amount Primary Contact Actions Bryant_Frances_(PUR) Lab \$50,000.00 X Francis_Alexander (PUR) Lab \$50,000.00 X Francisco_Joseph (PUR) Lab \$50,000.00 X Harrison, Marietta (PUR) Lab \$50,000.00 X	



Strings

As a PI		
Click my labs .	 Manage Groups My Labs My Departments My Cores Purdue University People Search 	
Approve Membership Request		
Click Membership Requests & Account Strings.	Membership Requests & Account Strings Members (3) Bulletin board (0) Group Settings	
Pending requests to join a PI's lab are listed.	Membership Requests	
Click Accept to add.	Date Name Email Actions	
Click Reject to deny request.		
Assign Account Strings		
Members of a PI's lab are listed, as well as a complete listing of all available account strings.	Manage Account Strings Icide on the check boxes to change funding assignments in real time. A green highlight indicates a saved change. Display 10 members per page Search by member name:	
Click check-box that corresponds to the allowed account string(s) to assign to each user.	Name Default Account String 10010000-3091033000-7231231239 Presidents Council 21010000-8000034034 Marietta Harrison None Image: Council Counci Coun	
Assignments save immediately.		