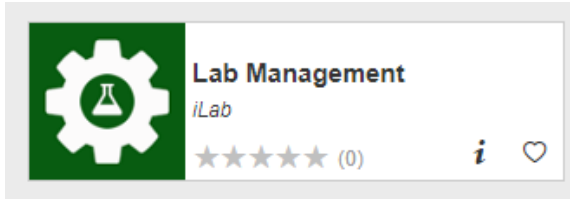


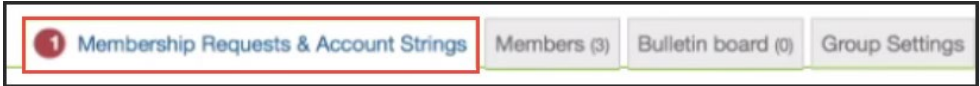
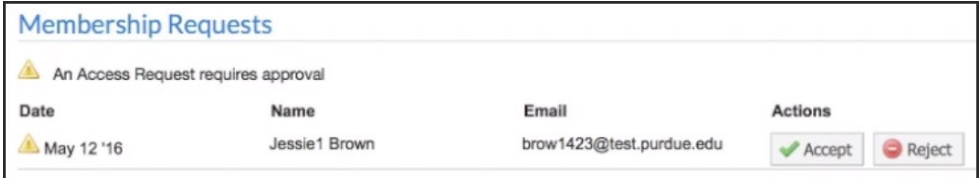


This document outlines the steps for to approve a users request to join a lab under a specific PI and to assign the account strings that the user will have access to in iLab.

Access iLab																					
<p>Go to the iLab solutions site using the direct link or the One Purdue Portal and login using your Boilerkey credentials. Help logging in to iLab using Boilerkey can be found here.</p>	<p>purdue.ilabsolutions.com</p> 																				
Access Membership Request(s)																					
As a Delegate of a PI																					
<p>Click My Departments.</p>																					
<p>Click Groups.</p> <p>Click Group Name of PI to act on the behalf of that PI.</p>	<p style="color: blue; font-weight: bold;">Department Name: Chemical Engineering</p> <div style="text-align: right; font-size: small;"> 1 Pending Lab Access Request Groups Members Settings </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #f2f2f2;"> <th>Group Name</th> <th>Approval Amount</th> <th>Primary Contact</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Bryant, Frances (PUR) Lab</td> <td>\$50,000.00</td> <td></td> <td style="text-align: center; color: red;">✘</td> </tr> <tr> <td>Francis, Alexander (PUR) Lab</td> <td>\$50,000.00</td> <td></td> <td style="text-align: center; color: red;">✘</td> </tr> <tr> <td>Francisco, Joseph (PUR) Lab</td> <td>\$50,000.00</td> <td></td> <td style="text-align: center; color: red;">✘</td> </tr> <tr> <td>Harrison, Marietta (PUR) Lab</td> <td>\$50,000.00</td> <td></td> <td style="text-align: center; color: red;">✘</td> </tr> </tbody> </table>	Group Name	Approval Amount	Primary Contact	Actions	Bryant, Frances (PUR) Lab	\$50,000.00		✘	Francis, Alexander (PUR) Lab	\$50,000.00		✘	Francisco, Joseph (PUR) Lab	\$50,000.00		✘	Harrison, Marietta (PUR) Lab	\$50,000.00		✘
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As a PI	
<p>Click my labs.</p>	
Approve Membership Request	
<p>Click Membership Requests & Account Strings.</p>	
<p>Pending requests to join a PI's lab are listed.</p> <p>Click Accept to add.</p> <p>Click Reject to deny request.</p>	
Assign Account Strings	
<p>Members of a PI's lab are listed, as well as a complete listing of all available account strings.</p> <p>Click check-box that corresponds to the allowed account string(s) to assign to each user.</p> <p>Assignments save immediately.</p>	