UNIVERSITY of MARYLAND
SCHOOL OF MEDICINE

Approving your lab member requests for membership in your "iLab"

HOW TO GET STARTED

For Faculty PI's

CIBR: Center for Innovative Biomedical Resources

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- You will receive an email like the one below
- Follow the first link provided as instructed in the email

From: "no-reply@ilabsolutions.com" <no-reply@ilabsolutions.com>
Date: Thursday, October 22, 2015 at 10:29 AM
To: Margaret McCarthy <mmccarth@umaryland.edu>
Subject: Christopher Wright is requesting access to McCarthy, Margaret (UMB) Lab in iLab

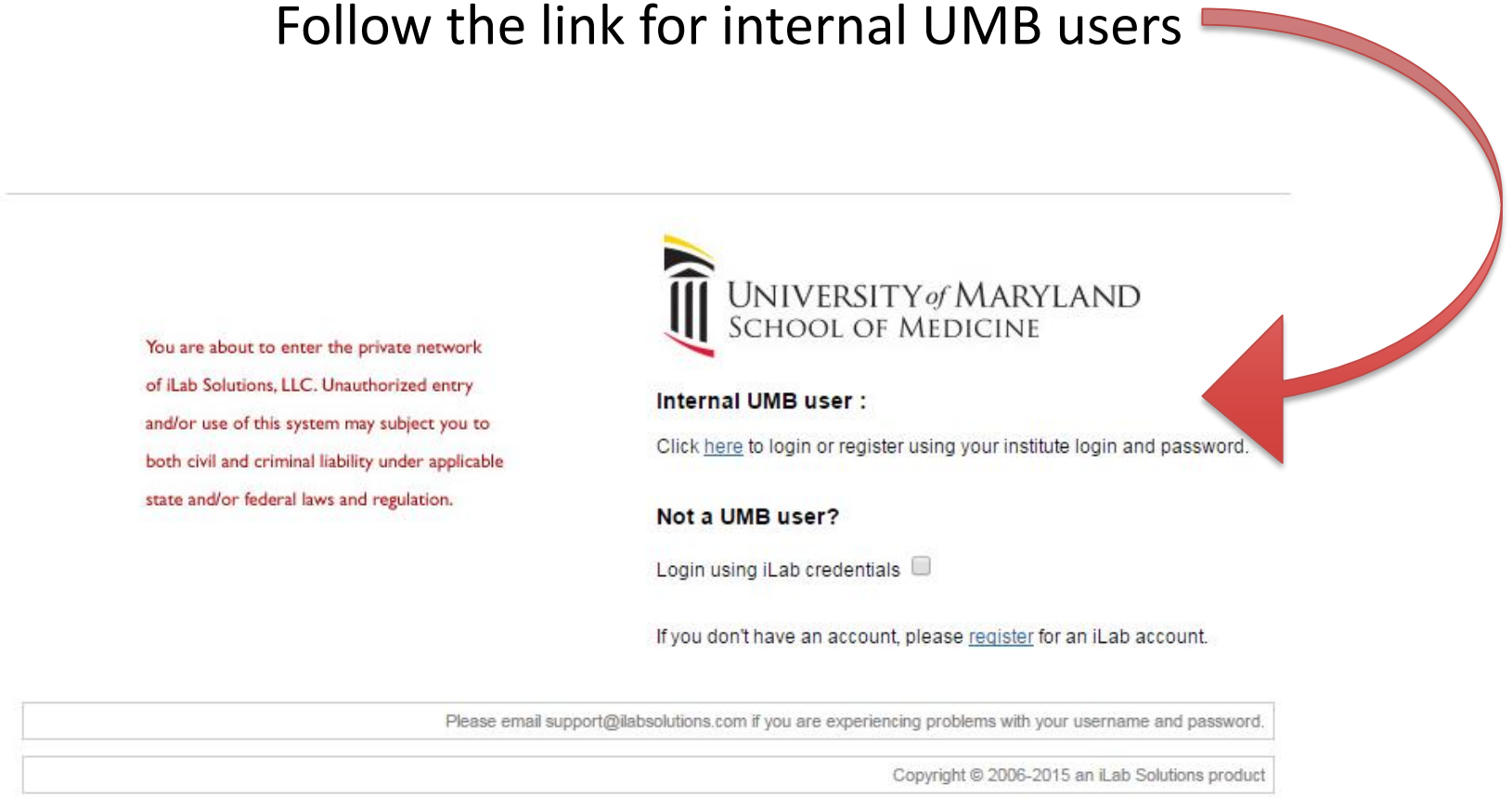
Christopher Wright would like to become a member of your group, so that they can order services from cores. Please visit the URL below to approve or reject their request.
Instructions
1) Click here: https://cibr.umaryland.edu/about/show_profile/517631?tab=lab_requests_to_join - you will be directed to a page where you should login with your iLab or institution credentials
2) If you are not re-directed to your lab page, look to the left hand menu for a link called 'my labs' - hover over the link and click on your lab's name.
3) Look for the 'Access Requests' panel and click 'approve' or 'reject' for each person

Please contact our support team if you experience any challenges using the system: support@ilabsolutions.com or 617-297-2805.

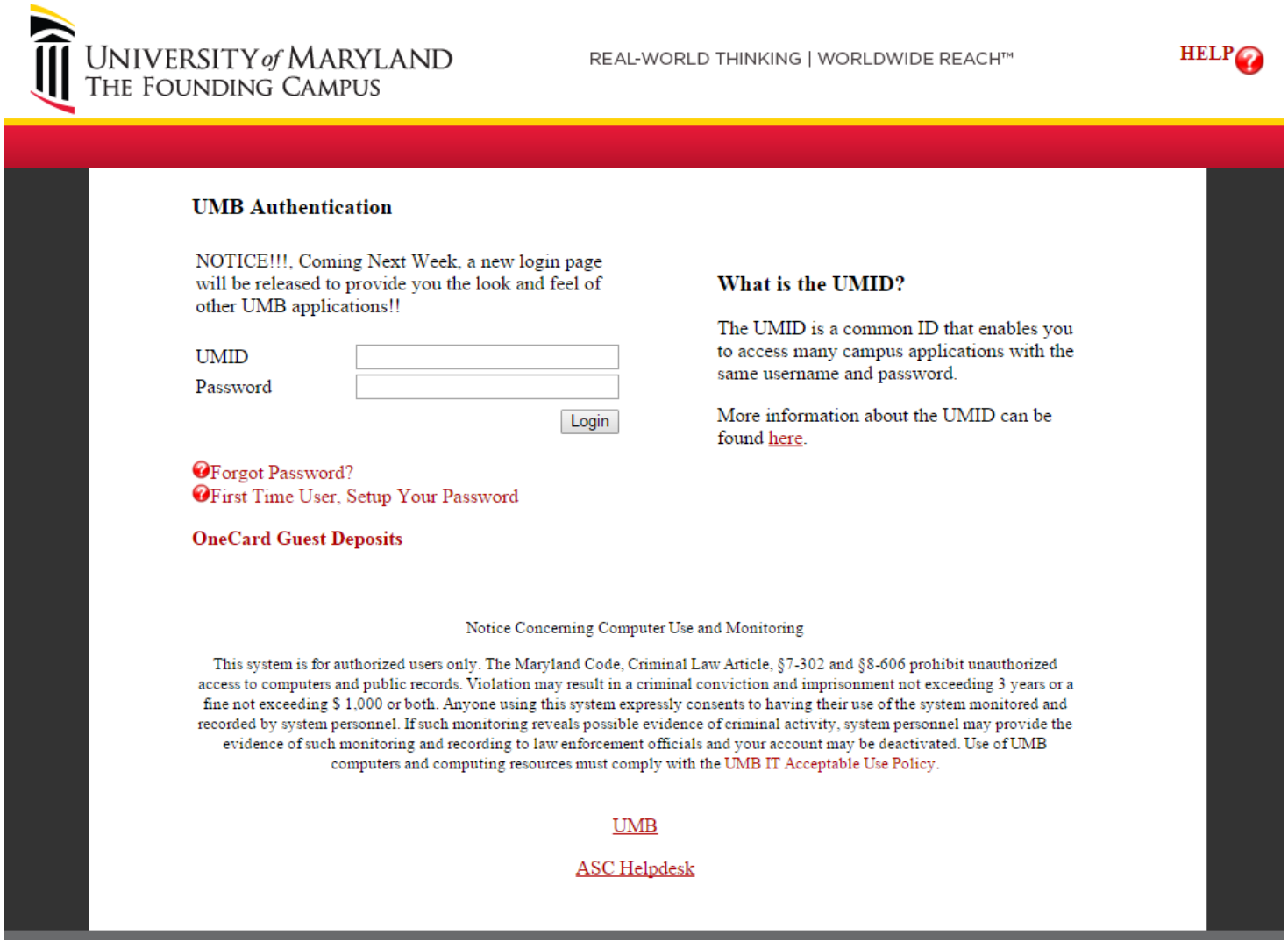
Best wishes,
iLab Support

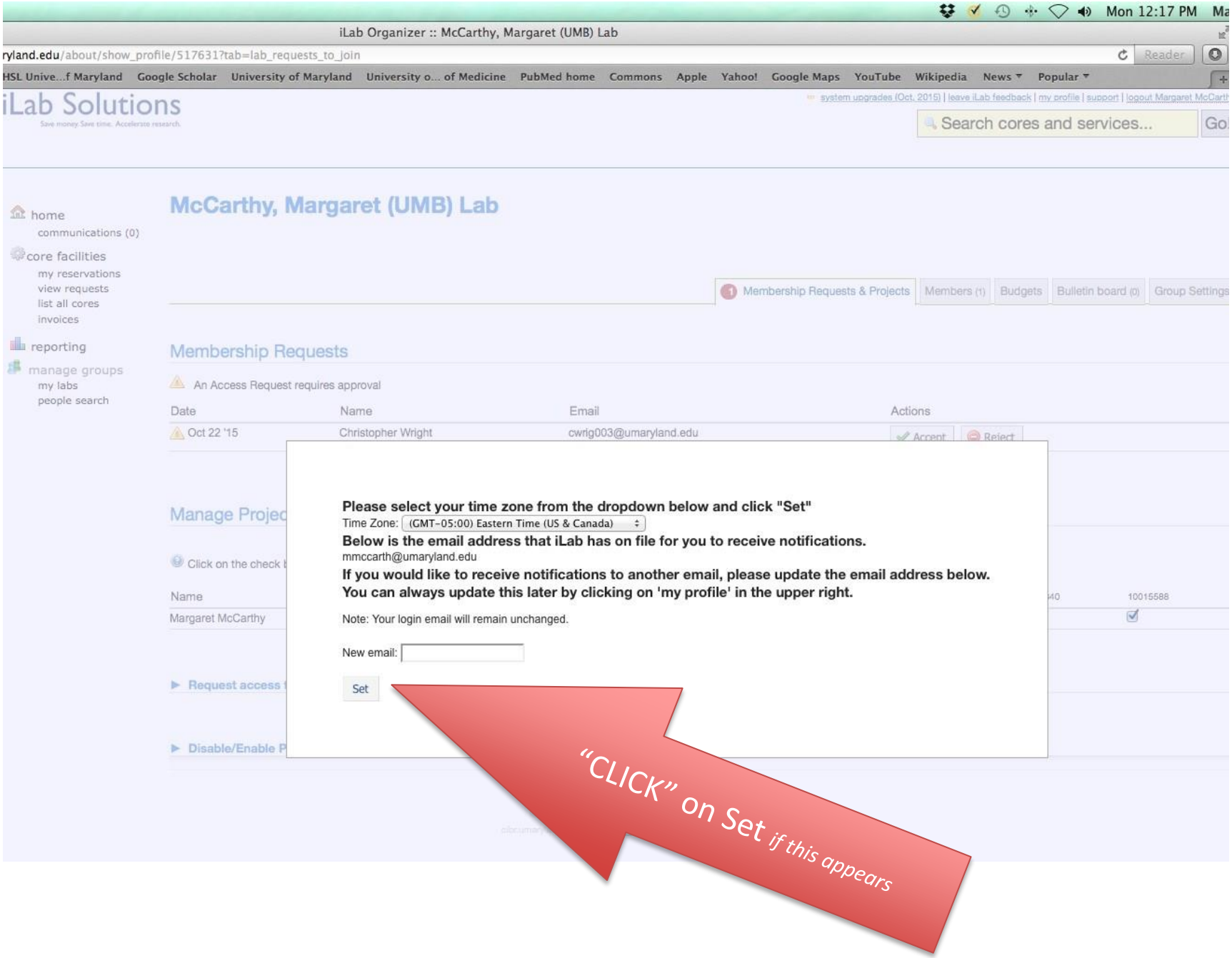
email intended for:
PI(s): mmccarth@umaryland.edu

Follow the link for internal UMB users

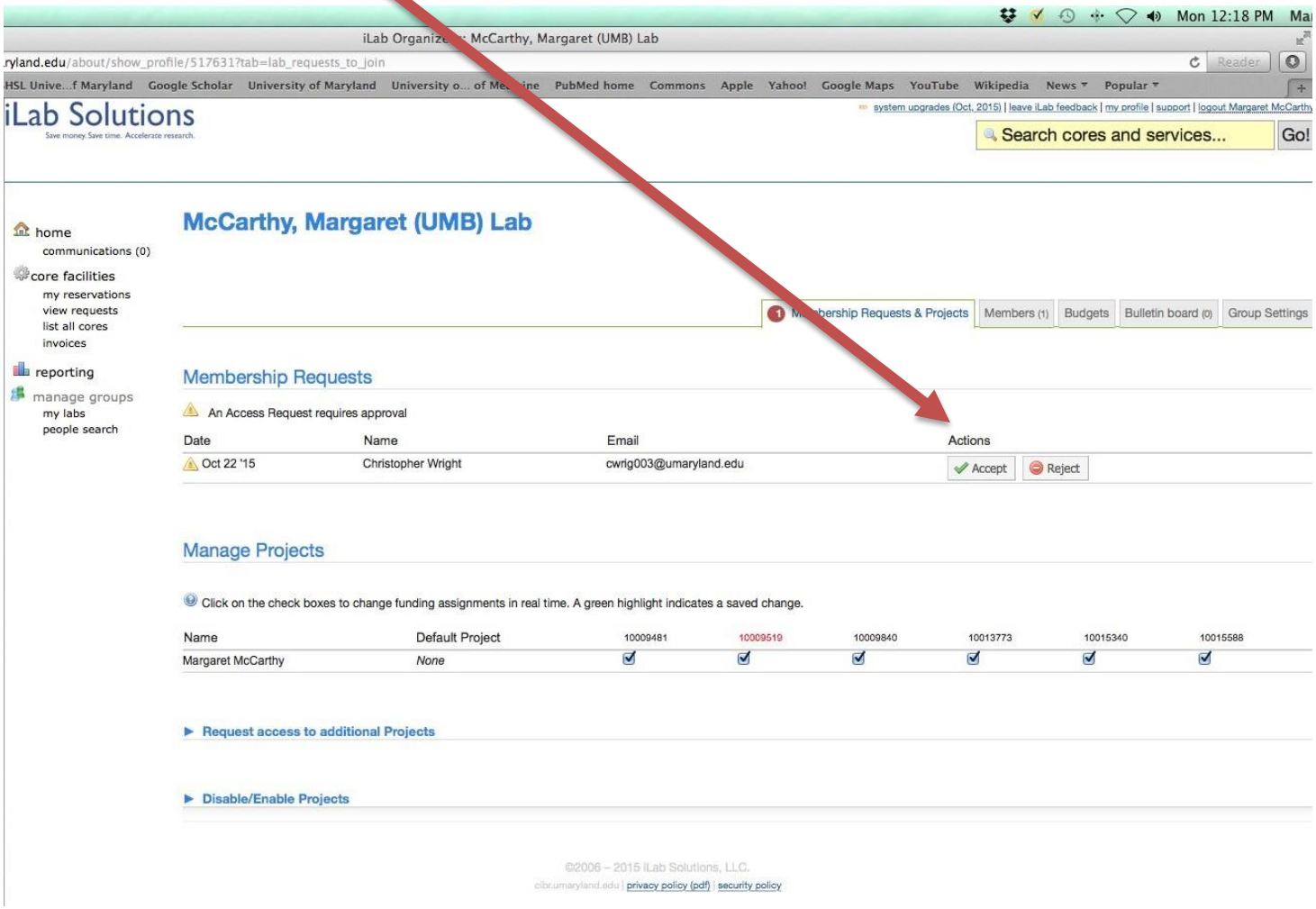


Use your myUMB ID and password to sign into the iLab portal



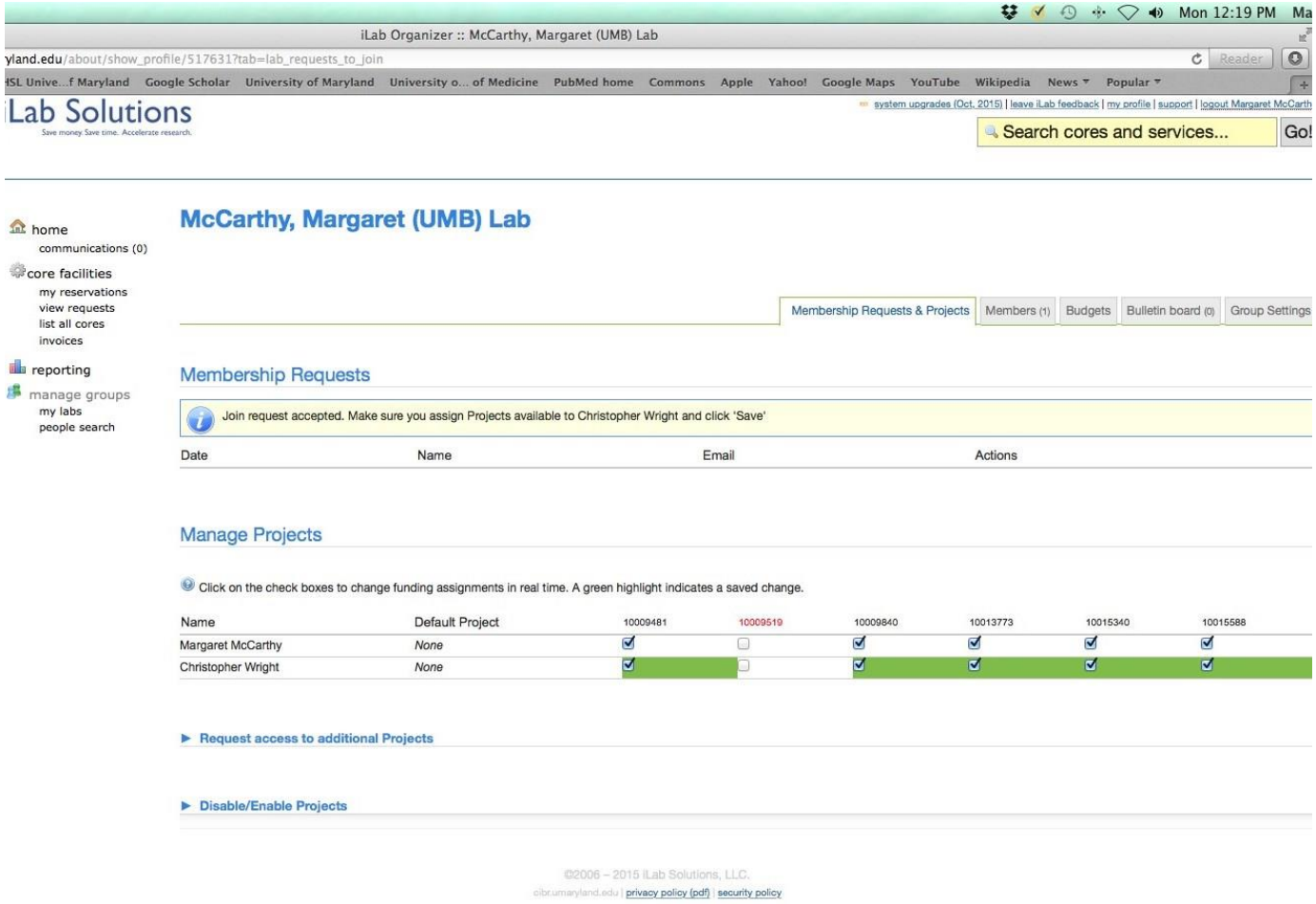

iLab Organizer :: McCarthy, Margaret (UMB) Lab
iLab Solutions
Search cores and services...
home
communications (0)
core facilities
my reservations
view requests
list all cores
invoices
reporting
manage groups
my labs
people search
McCarthy, Margaret (UMB) Lab
Membership Requests & Projects
Members (1)
Budgets
Bulletin board (0)
Group Settings
Membership Requests
An Access Request requires approval
Date
Name
Email
Actions
Oct 22 '15
Christopher Wright
cwrig003@umaryland.edu
Accept
Reject
Please select your time zone from the dropdown below and click "Set"
Time Zone: (GMT-05:00) Eastern Time (US & Canada)
Below is the email address that iLab has on file for you to receive notifications.
mmccarth@umaryland.edu
If you would like to receive notifications to another email, please update the email address below.
You can always update this later by clicking on 'my profile' in the upper right.
Note: Your login email will remain unchanged.
New email:
Set
Name
Margaret McCarthy
10015588
Request access
Disable/Enable
"CLICK" on Set if this appears

If this is a member of your lab and you would like for this person to be able to place orders for services and/ or equipment time with our core facilities please “CLICK” accept



Then select which of your project ID's (grants) you would like the staff member to be able to use when ordering services and/ or equipment time.

That is all that needs to be done at this time!



Things to remember:

- This is a new system so we expect there to be some “speed bumps” and requests for assistance as we implement it
  - For “use of system” questions please contact Tom McHugh tmchugh@som.umaryland.edu or Sanjay Uchil suchil@umaryland.edu

- *Note: Your project(s) will not be charged until services had been rendered and then typically only at the end of any given month*

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