Log in and go to my labs
Go to Membership Requests and Account Numbers
Laboratory membership requests that need to be approved will show up on this page. Available buttons will be "Approve" and "Deny" Any new members who are approved MUST be given access to at least one account number. See next slide for illustration.
Grant new user access to accounts

1. Identify the account number(s) that this member will use to charge their service requests
   a) If your lab is not using iLab to track account usage, this may be the HSCRF Admin
      Default null account number for all members
2. Toggle the check mark in the selection box under that account for the lab member
3. Select Default Account number for this lab members (optional)