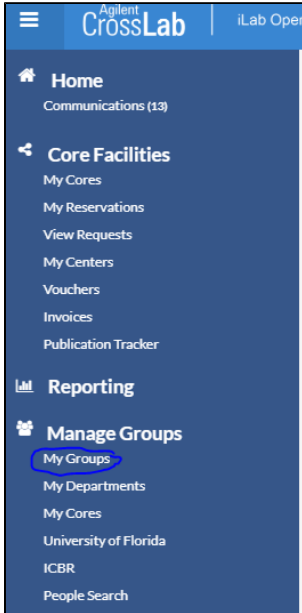


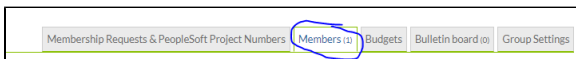
Adding and Deleting a Member of a Group

Instructions for Adding a Member

1. **Navigate** to your groups - **select which lab** you are **adding the member** to if you are a part of multiple



2. **Go to 'Members' Tab**



3. **Click on "Link Existing User"** and type person's name ⚠️ **If they do not have an account, they will not show up when their name is typed in - you will then need to have them register.**




4. **Select** what type of member the person should be and **click invite**. Refresh the web-page.



i Once you add a member, you will need to go to the group's "Membership Requests & Peoplesoft Project Numbers" tab and give the new member access to a chartfield if they are going to be requesting services from ICBR. If you have any issues, email the iLab listserv at ICBR-iLab@ad.ufl.edu.

Instructions for Deleting a Member

1. **Login** to iLab at <https://ufl.corefacilities.org>
2. **Click** on the  icon

3. **Select** *'My Groups'* from the list
4. **Select** the lab you wish to delete a member from
5. Under the *'Members'* tab for the lab, **find the member** you wish to delete
6. **Select** the red  next to their name and **confirm**



You will not be able to remove a member if they have outstanding service requests or charges!

