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**.

   ![Link Existing User](image)

   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](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 ‘X’ next to their name and **confirm**

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