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 labs.

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**.

Instructions for Deleting a Member

1. **Login** to iLab at https://ufl.ilab.agilent.com/

2. **Click on** the icon

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.
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!