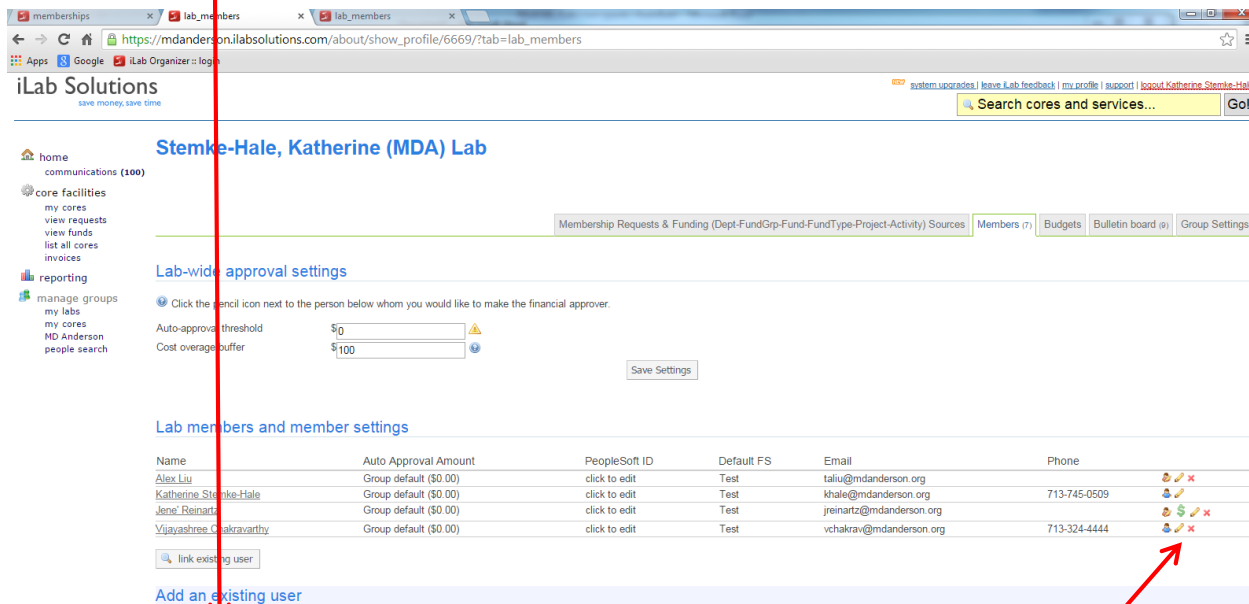


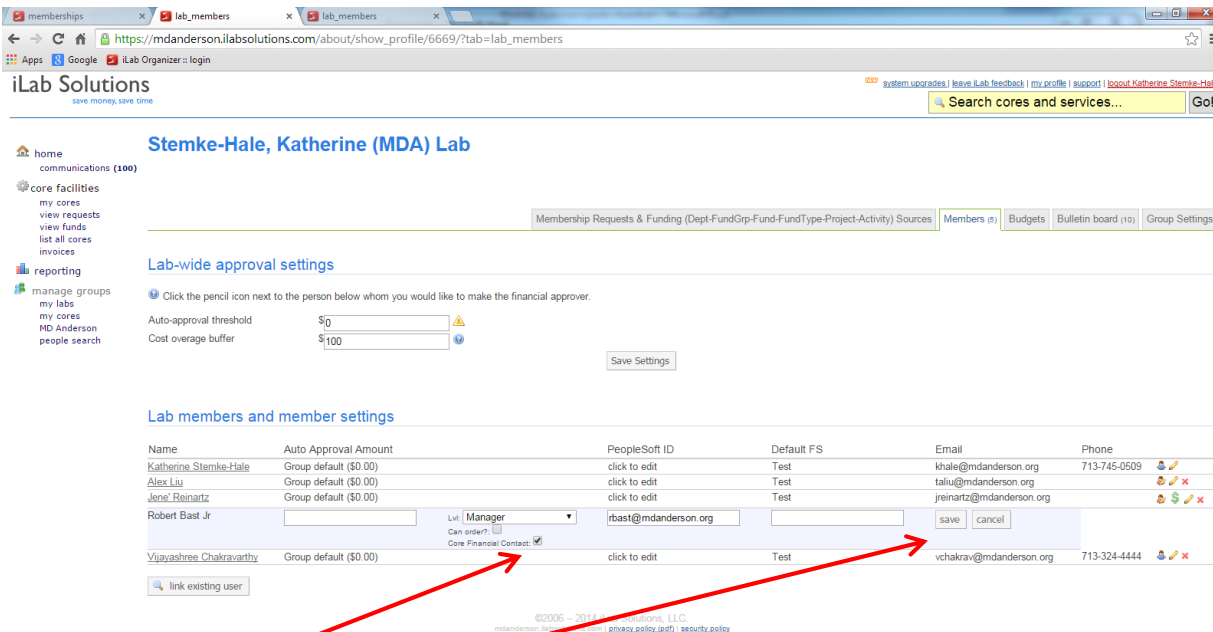
How to “Add” an existing member to a lab

Who can do this: PI, manager, financial contact, MDACC Admin, iLabs support

1. Sign in to iLabs
<https://mdanderson.ilabsolutions.com>
2. Click add an existing member



3. Type the name (First name if best. For some reason, names don't always show up. Avoid hyphens if you can't find the name. If that doesn't work, type the last name)
4. Choose the role (member, manager, PI)
5. If you need to have the person be a financial admin for the lab, edit their entry (pencil icon)



6. Check Financial Contact.
7. Check the Save box. Ignore the Can order?

Done!