Managing Lab Membership & Approved Users in MiCores

PIs & Lab Managers: Before your lab member/researcher can begin making requests and ordering products at the Biomedical Research Store, he or she needs to be accepted into your lab by a principal investigator or lab manager at umich.corefacilities.org.

All users waiting to be accepted into the lab will appear under the top tab, labeled *Membership Requests and Short Codes*. Under *Membership Requests*, click the accept or reject button to accept/reject any members pending requests to your lab.

**OR:** A PI or lab manager can manually add an existing user by selecting the "members" tab and clicking on "link existing user" at the bottom of the page. You would then input the user's name, click on their name when they are found (this can take a little bit of time), and invite them to the lab. This is useful when a user is switching from one lab to another and therefore already is in the iLab system.

**QUESTIONS?**
Visit the MiCores Help Wiki at: https://wiki.med.umich.edu/x/7oAY
Or contact msishelp@umich.edu.