

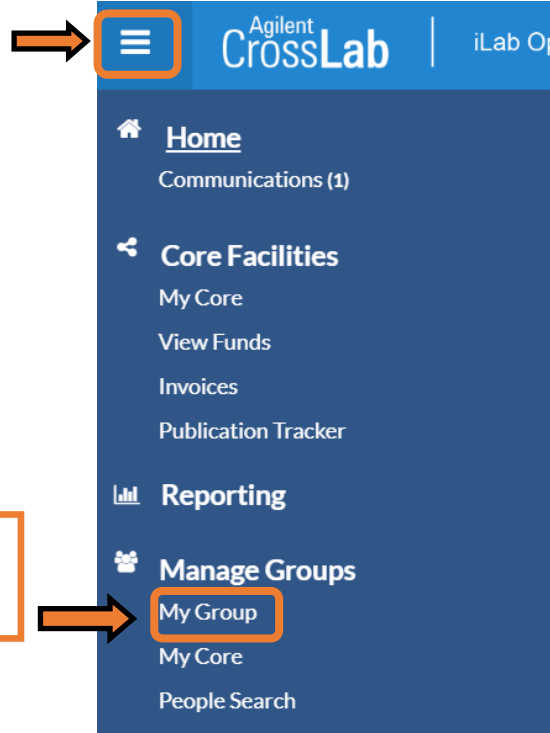


Subject and Task: Manage Lab's CWRU Speedtype

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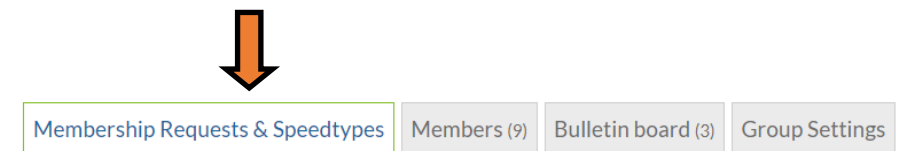
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1.) After logging in, select the hamburger symbol in the top left corner.



2.) Hover over "My Group" and select your lab from the list.

3.) Select Membership Requests & Speedtypes.



How to: Add/Remove Speedtype access

Note: If the Speedtype is the color red, then it is expired

Name	Default Speedtype	OSA	RES
Michael Piccirillo	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Harleigh Tennant	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Nichole Thomas	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test User	None	<input type="checkbox"/>	<input type="checkbox"/>

1.) Confirm Speedtype Number

2.) Check/Uncheck to Add/Remove Speedtype access

How to: Add a non-Sponsored Speedtype to a CWRU lab (OPR, BGT, VSN, etc.)

1.) Select Request access to additional Speedtypes dropdown

Request access to additional Speedtypes

If you don't see a Speedtype that you should have access to, please type it in below. The Speedtype Owner will receive a notification and approve or deny your request.

Please Note:

Newly activated Sponsored Speedtypes (RES/OSA) will appear in a given PI's lab within the iLab/CrossLab 24-48 hours after activation in PeopleSoft.

To use another PI's RES/OSA Speedtype, contact that PI or his/her lab manager and request membership in their lab within iLab/CrossLab and access to that Speedtype. Membership in that lab will allow you request services and equipment within iLab

For access to non-Sponsored Speedtypes (OPR, VSN, Etc.) enter it in the field below and click request. The Department Administrator responsible for that Speedtype will be notified of your request and will approve access if appropriate.

2.) Enter PI's Speedtype and select Request

★ Speedtype Request

How to: Add a Sponsored Speedtype to a CWRU lab (RES, OSA, etc.)

▼ Request access to additional Speedtypes

🔔 If you don't see a Speedtype that you should have access to, please type it in below. The Speedtype Owner will receive a notification and approve or deny your request.

Please Note:

Newly activated Sponsored Speedtypes (RES/OSA) will appear in a given PI's lab within the iLab/CrossLab 24-48 hours after activation in PeopleSoft.

Note: If the Sponsored Speedtype does not appear after 24-48 hours, check the date of the Notice of Award and contact the CWRU Grant Manager.

How to: Disable/Enable a Lab's existing CWRU Speedtype

▼ Disable/Enable Speedtypes

1.) Select Disable/Enable Speedtypes dropdown

- 🔔 The list of these Speedtypes are received automatically from your institution's financial system. If you have any Speedtypes that are not used, please uncheck those below. Selected ones are displayed and usable in the grid above by your researchers.
- 🔔 Please note, when you uncheck a specific Speedtype, users will NOT be able to use it and any active charges that have not been billed will be considered invalid. If you think a Speedtype should not be in your lab permanently, please contact your institution administration.

RES

RES

RES

**2.) Check/Uncheck to Disable/Enable
Lab's Speedtypes**

Save changes

**3.) Select Save
Changes**