

**Subject and Task:** Request Lab Access

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



2.) Select Manage Groups



3.) Select Request Group Access

**Note:** Choose CWRU to pay with CWRU Speedtype.

4.) Select Institution

5.) Select Principal Investigator's Lab



The screenshot shows a 'Request Group Access' form. It has two dropdown menus: 'Institution' with 'Case Western Reserve University' selected, and 'Group' which is currently empty. At the bottom right of the form, there are two buttons: 'Cancel' and 'Request Access'.

6.) Select Request Access to send an email notice to the Lab Manager