iLab: Requesting Access to a new Lab

1. Log into iLab using your Monash credentials.
2. Select the three lines at the top left-hand corner of the screen.
3. Select ‘MyGroups’ from the drop-down menu.

5. Type ‘Monash University’ into the Institution field. Type ‘Supervisors Last Name’ in the Group field and select ‘Supervisor Last Name, First Name (Monash) Lab. Select Request Access.
6. Following this request your Supervisor should receive a notification to approve you as a member of their group. They will also need to assign you to the relevant Cost Centre and Fund.