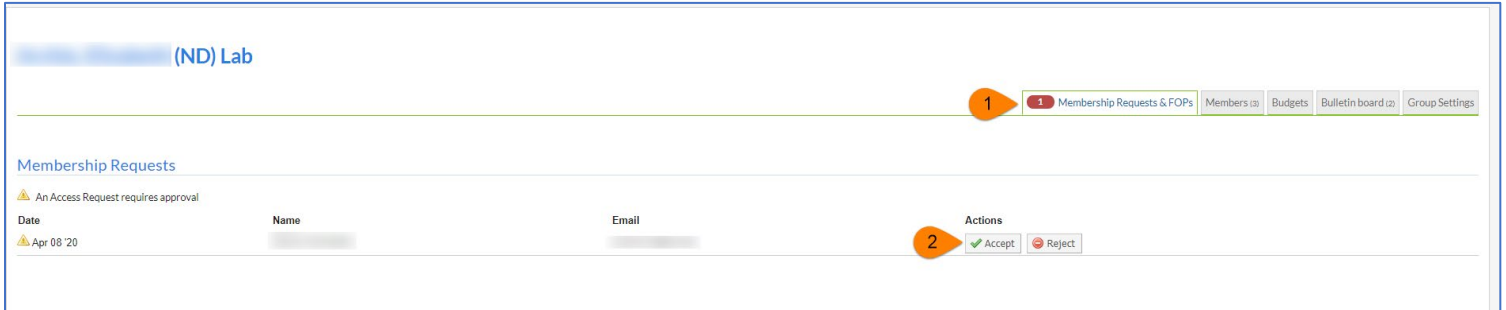


Managing Members and FOPs in a Lab

Accepting a member into your lab

1. Navigate to your lab
2. Click the 'Membership Requests & FOPs' tab
 - a. This will show any pending membership request
3. Approve or reject the membership request
 - a. If a researcher selected the incorrect lab, an institution admin can choose 'change lab' to update membership
4. After approving the member's account, assign FOP(s) to the new member



Assigning FOP to Members of a Lab

The 'Manage FOP' section will include a grid of all members that have been given access to your lab and FOP that you are the owner of. For core facilities to bill for services, the user must be assigned a FOP. If the FOP needed for a lab member to charge services against does not exist in the grid, they can be requested through the '[Requesting Access to Non-sponsored FOPs](#)' section.

1. Within your lab navigate to the 'Membership Requests & FOPs' tab
2. In the 'Manage FOP' section click on the appropriate check box to assign a member a FOP
3. Assign the appropriate FOP(s) to each member on the list
4. When the box turns green that means the information has been applied to the member

