

1. How to Request a New MiLab User (Title Slide)

2. Topic Overview

This video tutorial provides an overview of the process that site users follow to request a new MiLab User.

3. Requesting a New MiLab User

So, one important feature of the site user account is the ability to request new lab users. You'll see at the top right screen there is a button to request new users. Selecting that will bring up the tab where you can complete the account information for the user you are requesting. So, this includes their first name, last name, email address, and a username. So, the standard format that we use for username is the first initial, followed by the surname. So, any of the site's affiliated labs that you see listed under the Affiliated Labs section, should also be listed here in the request new user lab tab. So, after completing this information, you will identify the lab for which the user is affiliated. Select it. Doublecheck that all the information is accurate and click Submit. That will send an email to the Lab Center for us to review and approve the account submission.

4. How to Request a New MiLab User (End Slide)

This concludes the How to Request a New MiLab User video tutorial. Additional information about using MiLab is available on the ACTG IMPAACT Laboratory Center website, which is available at www.actg-impaaact-lc.org/.