



iLab – Account/Cost Center Access Request by Lab Member

DESCRIPTION

Frequency

High

Medium

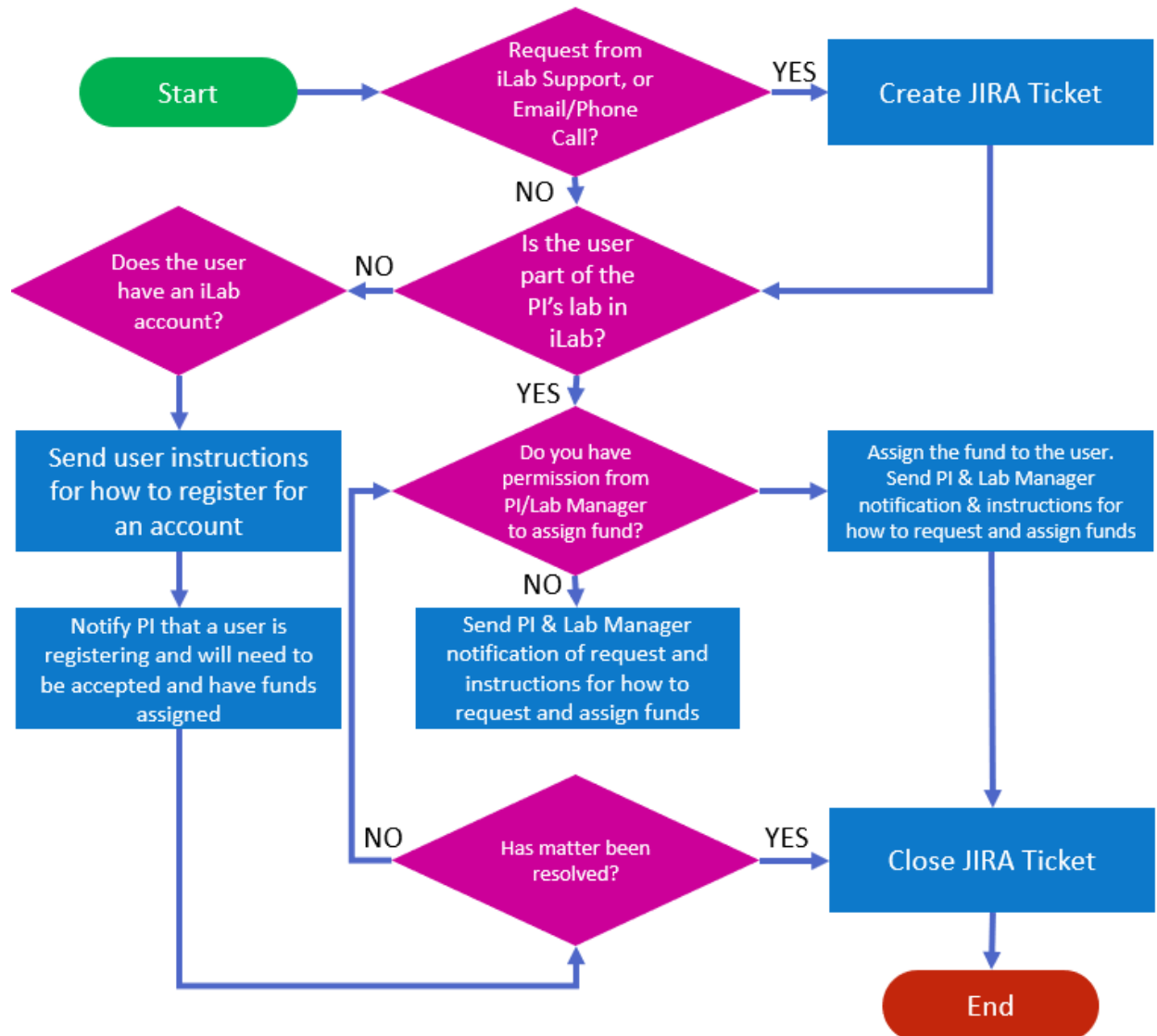
Low

A user does not have access to funds but works with a PI.

Request can originate from:

- iLab Support Request
- Email / Phone Call
- PSU CORES Help ticket/email to coreadmin@psu.edu

How-to Flow





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Checklist to Complete

- JIRA ticket created
- Verify the user is a member of the PI's lab (has an account)
- Fund is assigned to user either by ORIS or by PI/Lab Manager, or that matter is resolved
- Jira Ticket Closed

Notes

- If the requested fund is not in the PI's lab, please also follow the instructions for Fund Access Request