

# Managing Lab Membership & Approved Users in MiCores

**PIs & Lab Managers:** Before your lab member/researcher can begin making requests and ordering products at the Biomedical Research Store, he or she needs to be accepted into your lab by a principal investigator or lab manager at [umich.corefacilities.org](http://umich.corefacilities.org).

All users waiting to be accepted into the lab will appear under the top tab, labeled *Membership Requests and Short Codes*. Under *Membership Requests*, click the accept or reject button to accept/reject any members pending requests to your lab.

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Search cores and services... Go!

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my cores

University of Michigan

people search

Purchase Orders

Membership Requests & Short Codes

Members (0)

Budgets

Bulletin board (1)

Group Settings

Membership Requests

✓ No Access Requests require approval

Manage Short Codes

Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change.

Name	Default Short Code						
	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Request access to additional Short Codes

Disable/Enable Short Codes

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**OR:** A PI or lab manager can manually add an existing user by selecting the "members" tab and clicking on "link existing user" at the bottom of the page. You would then input the user's name, click on their name when they are found (this can take a little bit of time), and invite them to the lab. This is useful when a user is switching from one lab to another and therefore already is in the iLab system.

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Group Settings

Lab-wide approval settings

Click the pencil icon next to the person below whom you would like to make the financial approver.

Default auto-approval threshold \$ 100000.0

Cost coverage buffer \$ 100

save approval settings

Lab members and settings

Name	Auto Approval Amount	ERP ID	Email	Phone	Start Date	End Date	
	Lab default (\$100,000.00)		@umich.edu				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Lab default (\$100,000.00)		@umich.edu				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

link existing user

Add an existing user

Invite additional members to this group

Ryan Echlin

Ryan Echlin member Start Date: End Date: Invite

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## QUESTIONS?

Visit the MiCores Help Wiki at: <https://sharepoint.umich.edu/sites/MiCORES>  
Or contact [msishelp@umich.edu](mailto:msishelp@umich.edu).