Adding and Removing a User from a Lab

**Reminder: Do not use your browser back button.** Instead use the navigation buttons in CHEMATIX. If you accidentally use your browser back button, you’ll be kicked out of CHEMATIX and you’ll have to start over by logging in again. Other CHEMATIX Tips and Tricks such as **NEVER DOUBLE CLICK** can be found on the CHEMATIX Tips and Trick page.

Only the Principal Investigator and the Lab Supervisor (AS DESIGNATED IN CHEMATIX) can add and remove people from the lab.

1. Select **Resources** at the top of the CHEMATIX page
2. In the **Manage Locations** section, choose **View my Locations**.
3. From the labs listed in the leftmost column, choose the room for which you want to modify the list of corresponding users.
4. In the middle of the page, under **Lab Personnel**, click on **Manage Personnel**.
   a. To remove a user, unclick their roles from your user list and select **Submit** to finalize your modification.
   b. To add a new user, click the **Search for Personnel to Assign** button. Find the person using the search mechanism and click the radio button next to their name. Click **Select User**. Assign the new user’s roles (i.e. lab supervisor, lab user). Then click **Submit** to finalize your modification.