# How to add project-activity numbers and assign to your employees

1. Sign in to your account using this link <https://eu.ilabsolutions.com/service_center/show_external/3695>
2. Go to your lab to clicking the three stripes, then mouseover “My Group” and click on your lab.



1. Go to the “Membership Requests & Project Numbers” tab.



1. Click on “Manually add a new Project Number”



1. Enter the 5-digit project number followed by a hyphen and enter the 5-digit activity number. No space between numbers and hyphen.

*Example: 12345-26101*

If you do not follow this format exactly, iLab will pop up with an error message.

1. Click Add.



1. The newly added project number is now visible in the right side of the screen.

**Mark the checkbox** for each employee that is going to use this project number.

1. It is possible to set the default project number for the different employees. 

If you have any questions do not hesitate to contact the FACS Core staff at facs@au.dk.