# How to add a new employee to your lab

**First, make sure that the employee in question has created an iLab account.**

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 “Members” tab.



1. Click “Link Existing User” and enter the name of the employee and click it.



1. Choose their membership (member, manager or principal investigator).
* If you do not choose a start date the membership will be active immediately.
* If you do not choose an end date the membership will remain active indefinitely *(you can always remove them from your group under the Members tab).*
1. Click Invite.



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