LHAT Delegate Assignment Tutorial

How do I assign a delegate or add new people in LHAT? Only the PI or a delegate can assign another user as a “Delegate”. The PI or delegate can modify lab preferences such as adding/removing people and locations.

Sign into LHAT here
Sign in via MyAccess

Click on Manage Lab
1. Click Add

2. Type in name of person you want to add

4. Click on Back to save your changes

1. Click on Edit

2. Click on the box next to the person you want to Edit.

3. Click on the box next to "Delegate" to assign user as a Delegate.