How to Add Users to a Lab Account

This guide explains how a Lab Account Owner (Primary Contact), or authorized user, can add users to the CTS Portal Lab Account.

Users who have claimed a test linked to your laboratory's CTS Lab Code are automatically added to your Lab Account User list. This guide explains how the Lab Account Owner (Primary Contact), or authorized user, can add additional users who need access to the expanded portal features, but have not been automatically added through claiming a test.

To add a user to your lab account, click on "Lab Account Management" to open the Lab Account Management page. If more than one account is displayed, select the account you would like to manage. Then, click on "Lab Account Users" under the Account Management section of the page.

CTS Customer Portal	1234	
Data Entry	Lab Account Management	
<u>Claim New Data Entry</u> <u>My Data Entry</u>	Account Nickname	
<u>My Groups</u> <u>Data Entry Library</u> Reports	Account Nickname (optional)	ange Name
Individual Report Library		
Enrollment Order History Test Status	Account Management	
Renew/Order Tests Account Undet: Mr: Desfile	Lab Account Information Lab Account Users	
Lab Account Management	Lab Account Permissions Data Entry Module Permissions	
Industry Test Instructions Forensics Manufacturer's	Report Module Permissions Enrollment Module Permissions	

Type the user's e-mail address into the Add Users field. To add multiple e-mail addresses at once, enter one e-mail address per line, then click on "Add User(s)".



If the user is already registered on the portal, they will get an invitation by e-mail that they will need to confirm. If the user is not registered on the portal, they will receive an invitation by e-mail to **both** register for the portal and to confirm the invitation. All invites will appear in the Pending Invites section and will remain in this section until either you cancel the invite or the user accepts and joins the lab account.

This is an example of the e-mail invitation received by a registered user:

Ana	ilystB@cts-portal.com
4	
_	The following message is from Collaborative Testing Services' online Portal.
	You have been invited by AccountManager@cts-portal.com to join a lab account on the CTS Portal for the lab code U1234.
	Follow the link below to log into the CTS Portal and accept or deny this invitation.
	https://www.cts-portal.com/profile/groups/invite/c9073fca196911e79ac05ecae9202c01/
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1	www.cts-portal.com

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The user should click on the indicated link to access the response page. A page will be displayed with the options for the user to accept or deny the invitation. Click "Accept" to confirm the invitation.



This is an example of the e-mail invitation received by an unregistered user:

-0	rs	
/		
	The following message is from Collaborative Testing Services' online Portal	
You have	been invited by Account/Manager@cts-portal.com to join a lab account on the CTS Portal for the	_
lab code	U1234. In order to join the Lab Account you will need to register on www.cts-portal.com/	ou
have reg	stered online, you can accept the invitation by following this link	
You only	need to register on www.cts-portal.com/ once.	
	42 0	
Colla	orative Testing Services	
Collat	orative Testing Services	
Collal www 571-4	orative Testing Services <u>cts-portal.com</u> 44-1925	

The user must first register on the portal by clicking on the first indicated link. This will take the user to the registration page.

Once registered, the user can return to the e-mail and click on the second indicated link to access the response page, where the user can accept the invitation.

After a user has accepted the lab account invitation, they will be shown in the User List section on the Lab Account Users' page.

The Lab Account Owner (Primary Contact) can now adjust this user's permissions to allow access to the expanded features of the portal. Proceed to guide "<u>How to Set</u> <u>Permissions for Lab Accounts</u>".