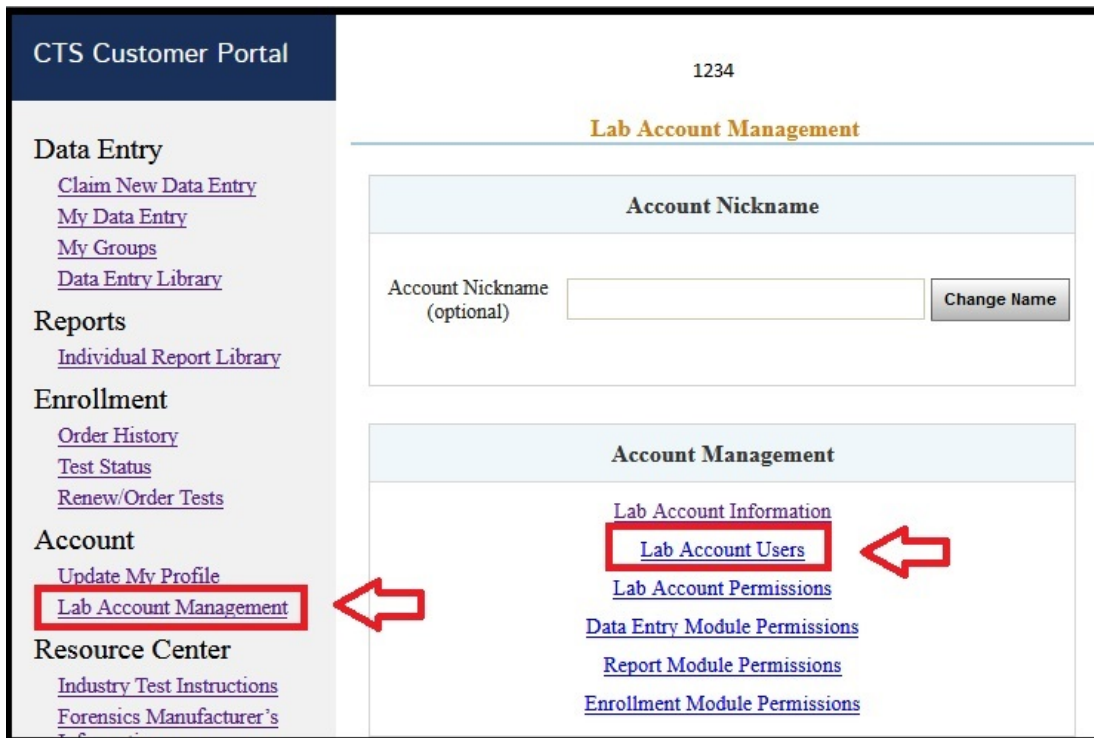


How to Add Users to a Lab Account


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.



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)”.



Add Users

User email(s) :

ReviewTech@cts-portal.com

AnalystV@cts-portal.com

AnalystQ@cts-portal.com

Add User(s)

-Add users by typing their email into the text input above.

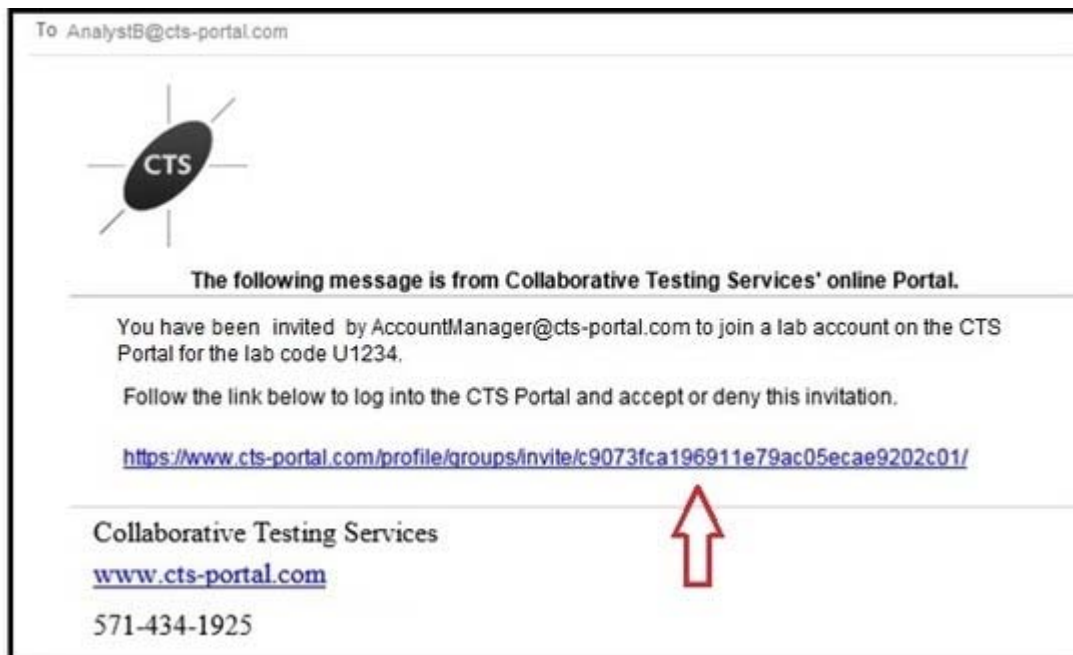
-Emails must either be separated by commas, or written one on each line.

-Registered users will be emailed an invitation which they must confirm.

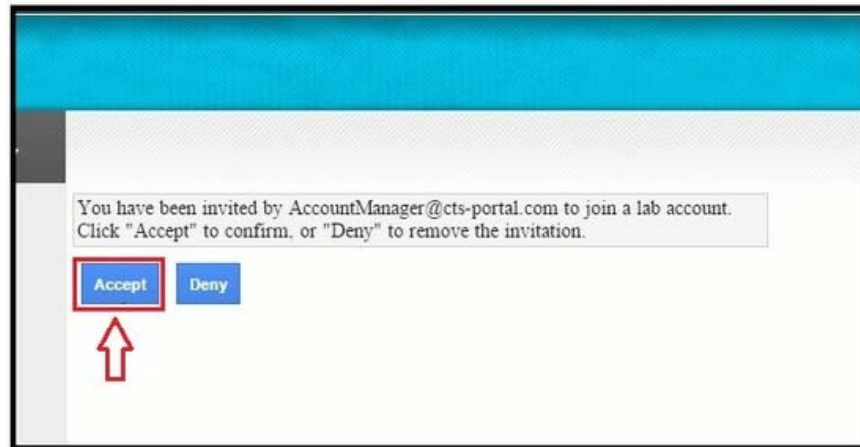
-Unregistered users will be emailed an invitation.

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.

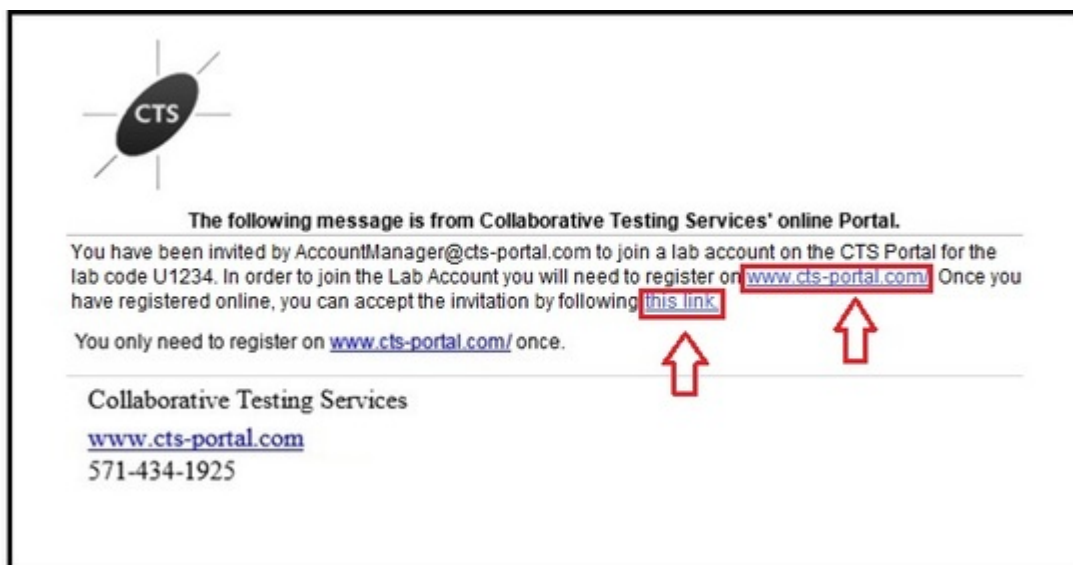
This is an example of the e-mail invitation received by a registered user:



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:



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 "[How to Set Permissions for Lab Accounts](#)".