How to request user access to LIMS LabVantage

How to Request User Access

- Visit the MCIT Service Catalog at [http://servicecatalog.nyumc.org/sc/login.asp](http://servicecatalog.nyumc.org/sc/login.asp), and enter your Kerberos ID and password.
- After logging in, in the left-hand navigation, click Request a Service → Application Services.
- Click on the New or Additional Application Access icon under Application Services.

- Under Requestor Information, click and select yes or no to Is this request for you? If you clicked no, enter either the name (either first name or last name, but not both) or Kerberos ID of the person that should have access to LIMS. Click Search. If the name appears, click on it, and the rest of the Requestor Information will automatically be populated.
• Under Request Details, click and select Application Access for Request Type. In the Application Access* drop-down, select Applications (Research). In the Application Name* drop-down, select LIMS.
• In the Comments section, provide the Principal Investigator name. Optionally, provide the default chartfield per core for the new user (also in the Comments section).

• Be sure to fill out any additional required fields before submitting.
• Click **Add to Cart**.
• View the details and edit any changes. Click **Submit Request**.

• Click **View Complete Request History** for a status of your request.
• Under **Showing Your requests Created**, the FrontRange Incident ticket is displayed for your reference. Once the FrontRange ticket is created, the request will be serviced by the Research Applications team.