How to request user access to LIMS LabVantage

How to Request User Access

• Visit the MCIT Service Catalog at http://servicecatalog.nyumc.org/my.policy, and enter your Kerberos ID and password.
• After logging in, in the left-hand navigation, click Request a Service.

MCIT: Support & Services
- Help Desk: 212-263-6868
- Report a Problem
- Request a Service
- Password Reset
- Check Your Ticket Status

• Under ‘Most Frequently Requested Services’ click ‘Application Access or Enhancement.’

Request a Service

Most Frequently Requested Services
- Application Access or Enhancement
- Setup New or Existing Hardware
- Access and Termination Request
- Update Website
- Create or Update Epic Provider Record
- Changes to an Existing Telephone
- Request Access to a Shared Drive
- Request Epic Access and Training

Account & User Access
- Creating, Reactivating or Deactivating Accounts
- Change an Account Password
- Access to Other Applications
- Access to Epic
- Changing Epic Default Login Department

Applications and Software
- Request Application Access or Enhancement
• 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.

**Requestor Information**

**Is this request for you?**
- Yes
- No

**My Information**
- Name: Gregory, Michael
- Kerberos ID: mdg250
- Department: Office of Science & Res.
- Email: Michael.Gregory@nyum
- Phone: +1 212 263 5907

**Location**
- Building: Skirball Tower and Lipton Hall
- Floor: Third Floor
- Office/Cube: [Blank]

• Under Request Details, select ‘Application Access’ for Request Type. In the Application Access Details drop-down, select ‘LIMS (LabVantage)’. Then click ‘Add Application Access’.

• 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). This is to assign you to a billing project. Your PI, PI-proxy or department administrator can complete this step for you.

**Request Details**

**Request Type**
- Application Access

**Application Access**

- Please select the Application being requested from the drop-down menu and click “Add Application Access”. You have now requested access to this application.

**Application Access Details**
- LIMS (LabVantage)

**List of Applications Requested:**
- Add Application Access

**Application Access Details**

- Please provide all additional details in the comments box below. For iDevelop access requests please specify the training being requested. If there are no additional details please list NA in the comments box.

**Comments**

- Principal Investigator: Peter Lopez
- Chartfield Number for Cyometry Core: #*-#-####-####

* denotes a required field

**Submit**

• Be sure to fill out any additional required fields before clicking ‘Submit’.