iLab and CAMS interface:
Grant account access is required in CAMS to be able to request core services in iLab. Once your account access is granted in the CAMS it is copied into iLab overnight.

CAMS REQUEST OVERVIEW

1. Sign into CAMS using your Penn Key. ([https://www.med.upenn.edu/apps/cams/](https://www.med.upenn.edu/apps/cams/))
2. Press the “Request Access” button at the top of the left side menu.
3. Use the prompts to enter the ‘spender’ (you), the account, and the cores you’d like to spend at.

If you have any problems or question, to contact CAMS support, please use the “Feedback” link at the top right of the screen.

REQUEST ACCESS INSTRUCTIONS

Here are some instructions for customers requesting access in CAMS ([https://www.med.upenn.edu/apps/cams/](https://www.med.upenn.edu/apps/cams/)) to spend on accounts in cores.

BAs do NOT need to request access for customers. BAs can directly approve access by using the ‘Add Access’ function. If you BA needs help using CAMS, please direct them to the Documentation link at the top right of the home page of CAMS ([https://www.med.upenn.edu/apps/cams/documentation](https://www.med.upenn.edu/apps/cams/documentation))

Log into CAMS [https://www.med.upenn.edu/apps/cams/](https://www.med.upenn.edu/apps/cams/) and click ‘Request Access’ on the left navigation (Picture 1)

Picture 1.

Remember, there is a link to extensive documentation at the top right of every page.
Select which user(s) for who you want to request access. Include yourself if you want access. (Picture 2)

Picture 2

Select one or more people for whom you are requesting access, including yourself if appropriate.

Select which accounts you want to spend on. You can do this by PI (Picture 3) or by individual account (Picture 4).

Remember, there is a link to extensive documentation at the top right of every page.
Select core(s) in which you want the selected people to be able to spend on the selected accounts (Picture 5).

Remember, there is a link to extensive documentation at the top right of every page.
Click ‘Request Access’ (Picture 6). Your request will be routed to the appropriate BA(s) for approval.

You can see your pending requests on your dashboard. Click the ‘Spender tab’ (Picture 7)

Remember, there is a link to extensive documentation at the top right of every page.