Request Access To The Lab Portal (How-To)

For this example, you are "Mr. Smith," the new Latin teacher, and you need a username and password for the Lab Portal so you can put directions and hyperlinks online for your students. Here's what to do:

- 1. Go to lbhamilton.schoolloop.com
- 2. From the options on the left, click "Computer Lab Portal."



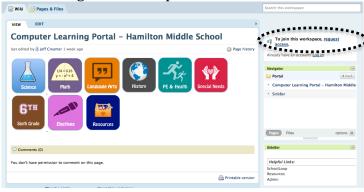
4. Enter your email address and the confirmation character (here, a "K"). Then click "Send to Administrator."

Your email address	jsmith@here2work.net
Message (optional)	
	An optional message that will be sent to the administrator of this workspace.
Í	Confirm by entering the letter K here
į	k
	Send to administrator
	You will be notified by email when your request is approved.

6. Enter your name, password, and password confirmation. Then click "Save."

Set up your account You have been invited to join a workspace. Please enter your name and make up a password for your account.					
Name	Joe Smith				
Enter password	•••••				
Confirm password	•••••				
	Save				

3. On the right click "Request Access."



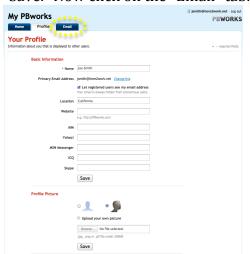
5. Check your email for a message with the subject "Approval to join lbhms." When you get it, click "Please click here to join lbhms."

	I to join lbhms		
From: PBv To: jsmith@	works @here2work.net		
Message			
and coordina	oeen given access to collaborate on o ate recients for workenace, securely click here to join libhms	hosted on PBworks, is called lbhms .	orful tool for multiple people to edit documents, work together,

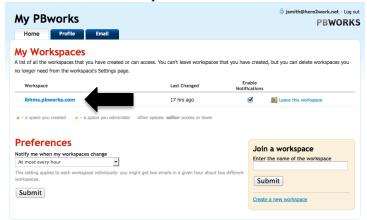
7. Now you should see this screen. Click the "Profile" tab.

My PBworks			å jsmith@here2work.net · Log PBWORk
Home Profile Email			
My Workspaces			
	ed or can access. You can't leave workspaces that you h	nave creater	d, but you can delete workspaces you
no longer need from the workspace's Settings p	age.		
Workspace		Enable otifications	
lbhms.pbworks.com	17 hrs ago	$ \checkmark $	Leave this workspace
Preferences Notify me when my workspaces change			n a workspace
At most every hour			

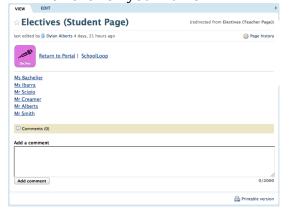
8. On this page you can change your email, add some kinds of contact information, and add a profile picture. If you make any changes, be sure to click "Save." Now click on the "Email" tab.



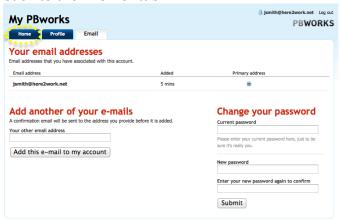
10. Now click "lbhms.pbworks.com."



12. Then click on your name.



9. Under this tab you can add an additional email address and change your password. Again, if you make any changes, be sure to click "Save." Now go back to the "Home" tab.



11. Now click on your subject.



13. You're logged in. You've found your lab page and you're ready to edit. Click Edit to begin!!

☑ Wiki 📴 Pages & Files	
VIEW EDIT	
last edited by 🚳 Dylan Alberts 1 week ago	Page history
Comments (0)	
You don't have permission to comment on this page.	