

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

Message (optional)

An optional message that will be sent to [help@pbworks.com](#) if you have any questions.

Confirm by entering the letter **K** here

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

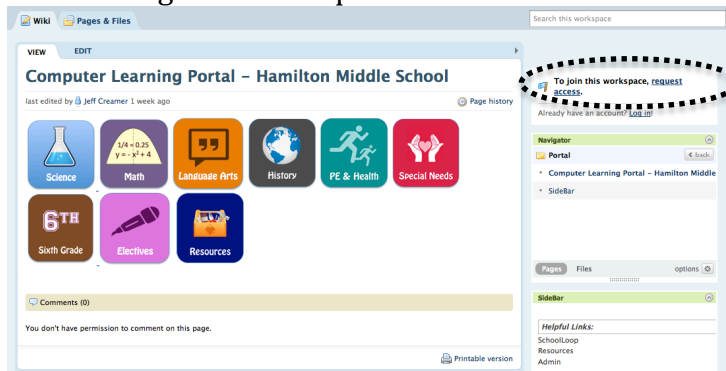
You have been invited to join a workspace. Please enter your name and make up a password for your account.

Name

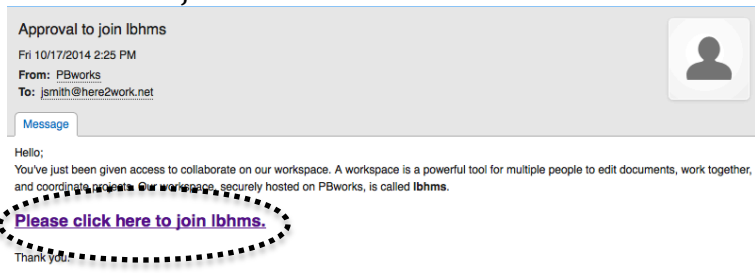
Enter password

Confirm password

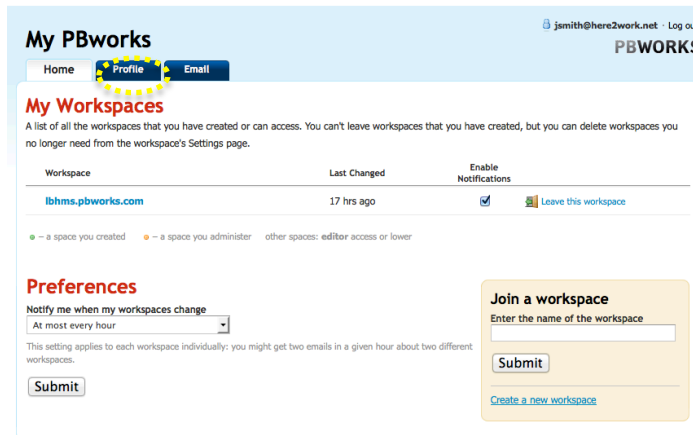
3. On the right click “Request Access.”



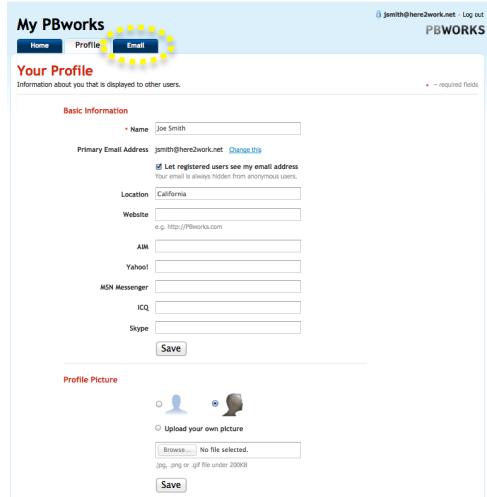
5. Check your email for a message with the subject “Approval to join lbhms.” When you get it, click “Please click here to join lbhms.”



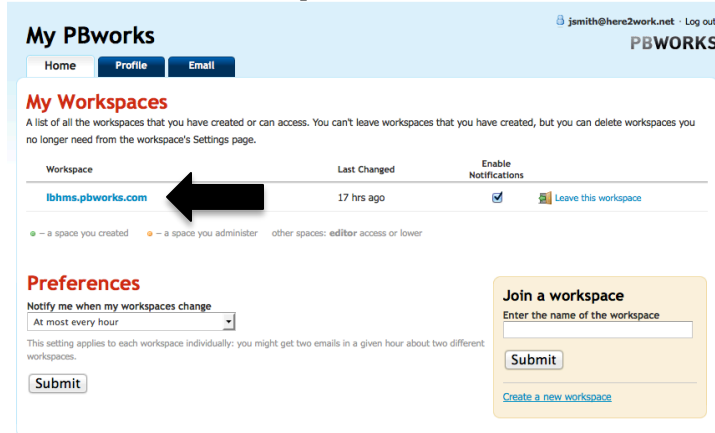
7. Now you should see this screen. Click the “Profile” tab.



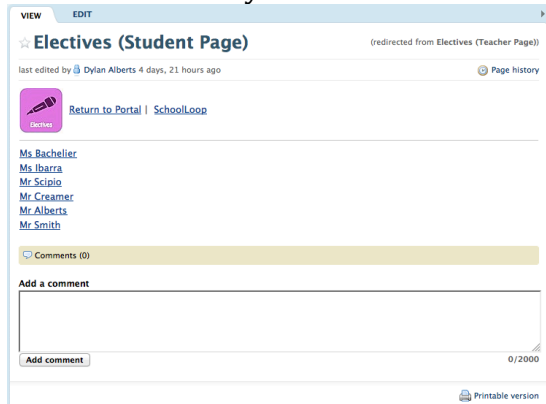
8. On this page you can change your email, add some kinds of contact information, and add a profile picture. If you make any changes, be sure to click "Save." Now click on the "Email" tab.



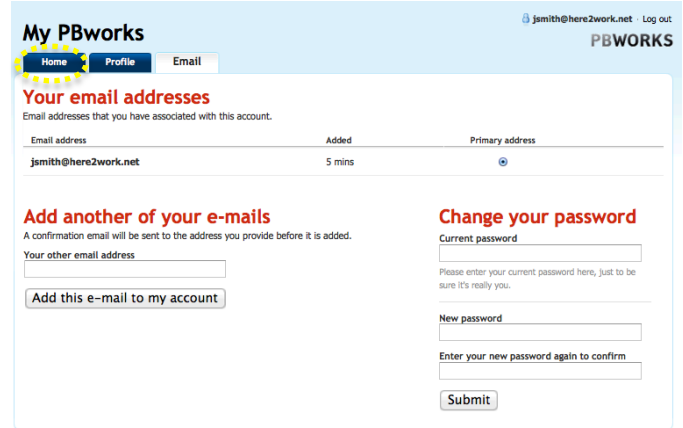
10. Now click "lbhms.pbworks.com."



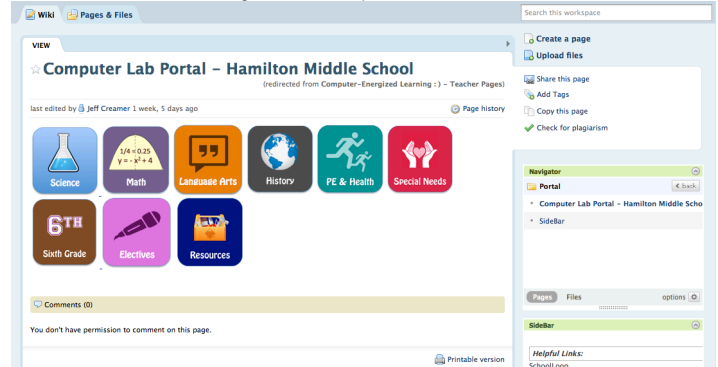
12. Then click on your name.



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!!

