



Giving Your Nursing Staff Web Portal Access

Please note that you will need to have access to your facility’s Administrative account in order to create log-ins for new and current staff members. The log-in credentials for a facility’s main account that has administrative privileges like user creation are often given to the Administrator and/or the Director of Nursing.

If the Administrator or Director of Nursing do not have these credentials or have forgotten what they are, they may reach out to either their customer service representative or our IT department for help.

We recommend that each user have their own log-in and that users do not share their log-ins with one another; as well, users should not save passwords in the web portal when using shared computers.

NOTICE: USER ID’S AND PASSWORDS ARE NOT CASE SENSITIVE WHEN LOGGING INTO THE PORTAL

Adding a User

Step 1 – Log-in into the Aculabs web portal (<https://labgen.aculabs.com/labgen>) with your Administrative account credentials.

Step 2 – Select the “Manage Account” icon.



Step 3 – Select “Add User”.

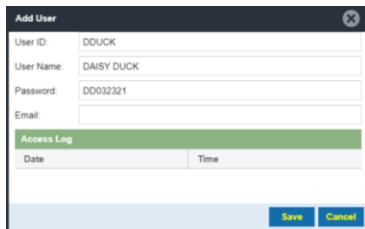


We recommend the following when adding users:

User ID = First initial and Last Name (Add a number if the user is already in the system for another facility)

User Name = Full First Name and Last Name

Password = First Initial, Last Name and Date



Step 4 – Click “Save” and repeat as needed.



Editing a User

Step 1 - Log-in into the Aculabs web portal with your Administrative account credentials.

Step 2 – Select the “Manage Account” icon.



Step 3 – Click “Edit” next to desired user.



Step 4 – View/edit any fields needed. This can also be used to look-up IDs/passwords. Click “Save”.

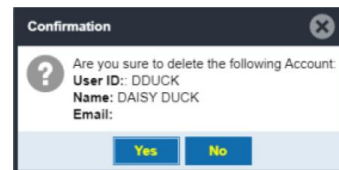
Deleting a User

Step 1 - Log-in into the Aculabs web portal with your Administrative account credentials.

Step 2 – Select the “Manage Account” icon.



Step 3 – Select on the user you wish to delete.



Step 4 – Click “Remove User” and the click “Yes”.

