1. Log into Priority Software FBS using your USC NetID.

2. Select the drop menu from the Labs Icon under the Operations Tab.

3. Click Add New Lab from Actions to create a new lab.

4. Enter external user First and Last name under Lab Name. Select External for Lab Type and Manual Pay for Payment Method.
5. Once the lab has been established, users (including PI) must be added to the Users section to receive notification emails. 

_Primary box must be checked for all PIs. Any additional users wanting copies of the notification should be added as a user as well._