

Priority Software FBS – Quick Guide

Adding a Lab Member



1. Log into [Priority Software FBS](#) using your **USC NetID**.
2. Under **Actions**, select “Manage Users” then select “Add New User”.

3. Fill-in all necessary information and save.

The "Add New User" dialog box contains the following fields and options:

- Email Address:
- Display Name: *
- Requestor:
- Allow Scheduling:
- Email Appointments:
- Active:

Buttons:

Email Address of person associated with this Lab.

4. Lastly, under **Accounting > Requestor Account Access** section, associate user to approved accounts by checking the box next to lab member name.

The screenshot shows the "FBS User Accounting Dashboard" for David Conti. The "Accounting" tab is highlighted with a red box. Below the dashboard, the "Requestor Account Access" section is also highlighted with a red box. It contains a table with the following columns: Account Number, Account Title, Allowed, and Requestor.

Account Number	Account Title	Allowed	Requestor
55-5133-0104	Billing - Cont...		