Quick Reference Guide: Adding a Lab Worker in NSIS

1) Click on the gray “Lab Workers” tab.

2) Click on “Add New Lab Worker.”
3) Enter the individual’s NetID. If the NetID is valid, the name and e-mail fields will auto-populate.

4) Then select the appropriate staff category and click Next Screen.
5) After clicking “Next Screen,” you will be asked a series of questions to identify the type of activities this lab worker will participate in. Once you supply answers to these questions, your lab worker will be added and may log in and begin work in NSIS.

Additional “quick guides” for commonly performed NSIS tasks can be found at http://www.research.northwestern.edu/ors/nsis.