SciShield- Adding a New Lab Member Tutorial.

STEP 1: Go to

http://utep.scishield.com/

Click on any of the links to login
STEP 2: Use your UTEP username and password to login to your account.
STEP 3: On the left menu click the name of your lab “(NAME) LAB” then MANAGE MEMBERS
STEP 4: On the name search bar type Last Name, First Name and select the correct one from the options below.
STEP 5: Click on the DESIGNATION arrow and select the desired title for the new member. Then click the LOOKUP/ADD button.
STEP 6: Click the CONFIRM LIST button to update the date.

Once the list is confirmed, the date will change. This list needs to be confirmed every semester.