



# **RAD myLab User Guide: Permits Module**

Last Updated: February 9, 2023

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# myLab Basics – New Web Version

## Logging into myLab

### Note

If you use a shared computer to access myLab, you must login to the computer with your own credentials and then completely logout of the computer before the next user assumes control.

1. Access myLab through <https://mylab.mcgill.ca>
2. If prompted, enter your **McGill username** and **password**
  - myLab is part of Single Sign On (SSO). If you are already logged in to another application which uses SSO, you will NOT be prompted to log-in.

### Note

If **off-campus**, you must be connected to McGill's VPN to access myLab

- For instructions on installing and launching the VPN, refer to this knowledge base article: [https://mcgill.service-now.com/itportal?id=kb\\_article&sysparm\\_article=KB0010687](https://mcgill.service-now.com/itportal?id=kb_article&sysparm_article=KB0010687)
- For any problems connecting to the VPN, contact the IT Service Desk (login to start a chat): <https://mcgill.ca/itsupport>

## Security protocols

**ALL users logging into the myLab Web Application must do so using their Active Directory @mcgill or @mail.mcgill email credentials** (the same as you currently use to login to Windows).

Individual (named user) login will:

1. Secure access to the application
2. Introduce a single-sign on (SSO) user experience
3. Facilitate provisioning access
4. Enhance auditing data (specifically who is viewing or editing what)

## Basics of getting started with myLab and navigating the myLab interface

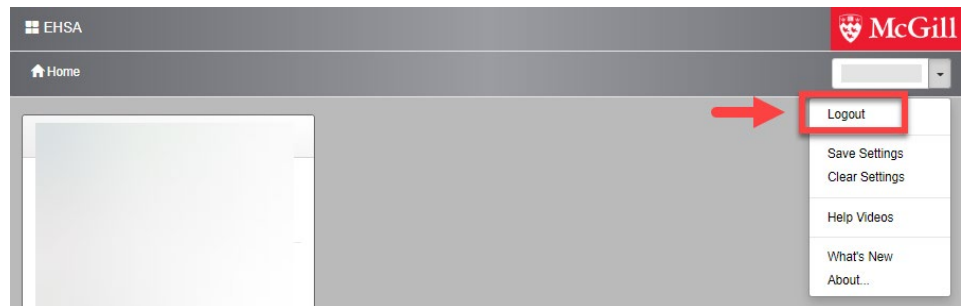
Consult the **myLab User Guide: Basics** for information on these topics:

- myLab Homepage - PI Overview explained | RAD modules explained
- Basic Navigation – Help | Screen export (Options) vs McGill customized reports | Scrolling in a grid view | Returning to the menu screen within a module | Returning to the homepage of myLab
- Additional Help –Display options, exporting screen data, and saving customized settings

User Guides are available in the [IT Knowledge Base](#).

## Logging out of myLab

To logout of myLab, on any menu screen where your name is displayed (top right corner), click the down arrow next to your name and select **Logout** from the displayed options.



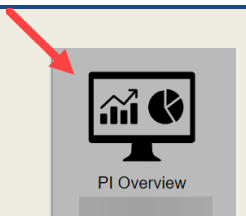
### Note

**If you used a shared computer to access myLab, you must logout of the computer as well. It is not enough to just logout of the myLab Web Application.**

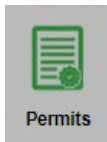
# Permits Module – New Web Version

The Permits module may be used to view radioisotopes possession and purchase limits, workers, labs, amendments, conditions, permit history, protocols, meters/instruments, documentation, training profile, and accounts associated to your RAM permit(s).

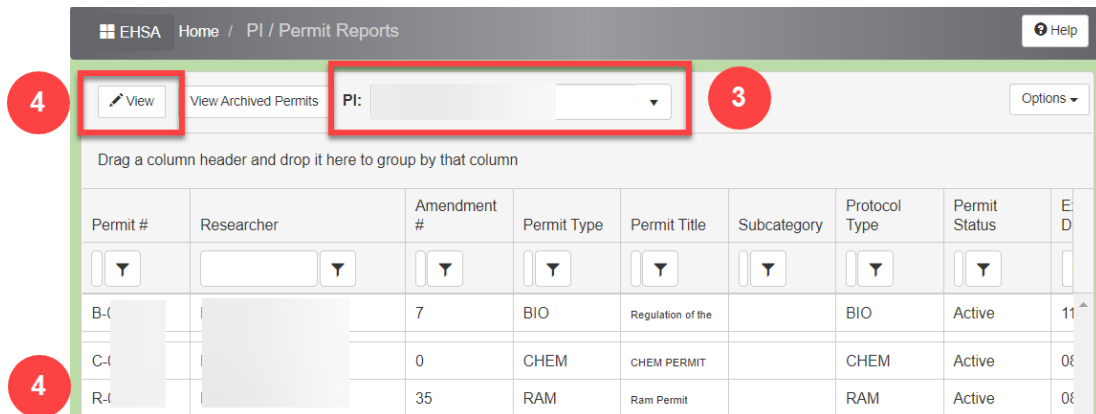
**Tip** For a more user-friendly view of this information, go to **PI Overview** from the myLab homepage.



1. Click the **Permits** icon on the myLab homepage



2. The PI/Permit Reports screen will open



| Permit # | Researcher | Amendment # | Permit Type | Permit Title      | Subcategory | Protocol Type | Permit Status | EID |
|----------|------------|-------------|-------------|-------------------|-------------|---------------|---------------|-----|
| B-C      |            | 7           | BIO         | Regulation of the |             | BIO           | Active        | 11  |
| C-C      |            | 0           | CHEM        | CHEM PERMIT       |             | CHEM          | Active        | 06  |
| R-C      |            | 35          | RAM         | Ram Permit        |             | RAM           | Active        | 06  |

3. All permits associated to the **PI** named at the top of the table are displayed - one permit per row. To view a listing associated to a different PI - click the down arrow next to the field and make a selection.
4. **Double-click** on a row to view associated permit information  
OR  
Select a permit – click on the row (it will be shaded in green) and click **View**

- The License / PI screen will open

Permit Information

\*Researcher

\*Permit # R-01 Amendment # 35

Permit Type RAM

Subcategory

Protocol Type RAM Permit

Permit Status Active

Inspector

Permit Title

Notes

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| Isotope | Compounds | Source Type | Shipment Limit | Annual Limit | Possession Limit | Unit | Lic. Line # | Comments |
|---------|-----------|-------------|----------------|--------------|------------------|------|-------------|----------|
| H-3     | Any       |             | 5.00000        | 9.999 00000  | 27.00000         | mCi  | 126         |          |
| P-32    | Any       |             | 1.30000        | 9.999 00000  | 5.00000          | mCi  | 138         |          |
| S-35    | Any       |             | 15.00000       | 9.999 00000  | 20.00000         | mCi  | 146         |          |

- Scroll down and click on the tabs to view associated information
- Click **Cancel** to return to the PI/Permit Reports screen
- Click the ESHA icon (top-left corner) to exit this menu option

# Need Help?



# Need Help?



## Trouble logging in to myLab

Contact EHS:  
[mylab.ehs@mcgill.ca](mailto:mylab.ehs@mcgill.ca)

EHS will assess appropriate access.



## Help using myLab

See the Quick Links on the myLab homepage:  
Access the MYLAB training course in the **Web Training Portal**  
Consult the user guides and training videos in the **IT Knowledge Base**



## Additional Assistance

Contact EHS:  
[mylab.ehs@mcgill.ca](mailto:mylab.ehs@mcgill.ca)

