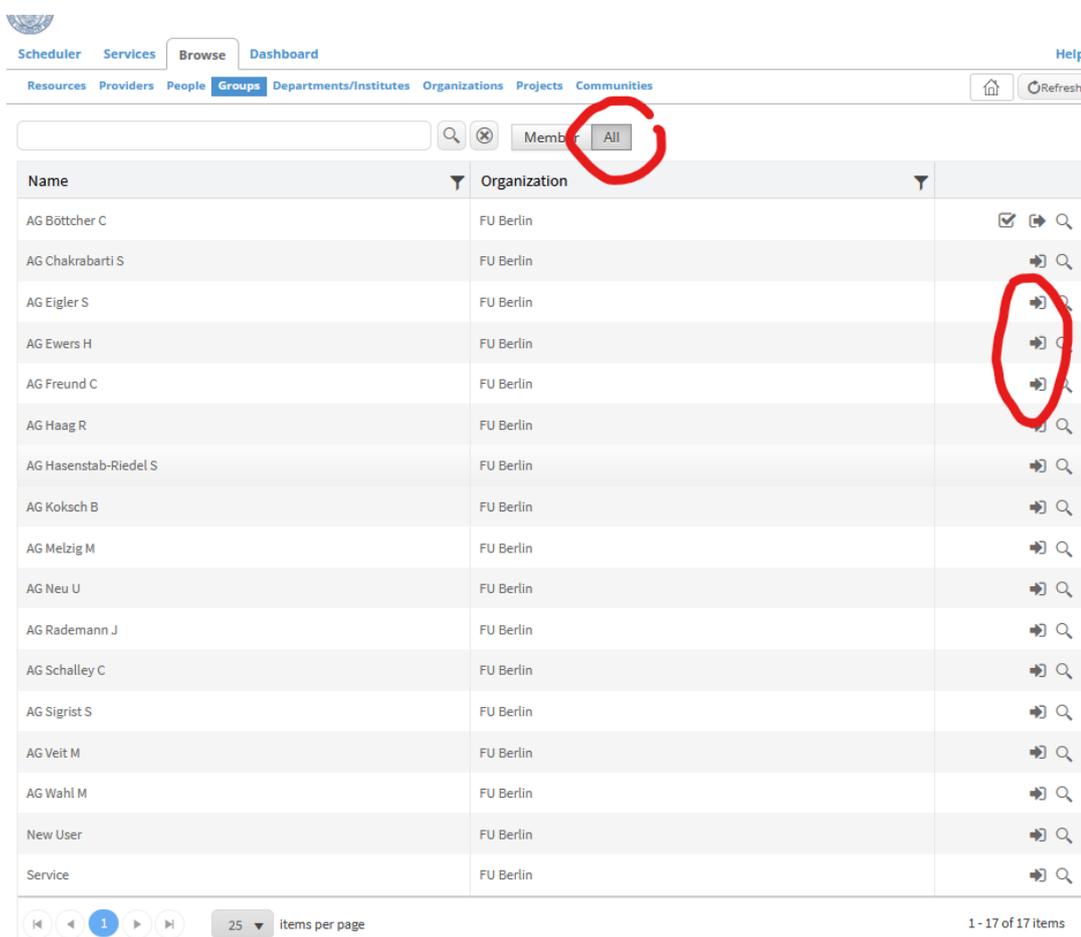


## How to get access to a group in OpenIRIS

This manual describes how to register to your work group in the FU-Portal in OpenIRIS (FUB IRIS). Only registration with a group will enable you to book resources (instruments) and services (measurements), of the Core Facility BioSupraMol or of SupraFAB. There is more information on how to register in OpenIRIS in the handout 'Getting access to FUB IRIS' and on groups in the handout 'Getting my group registered in FUB IRIS'.

- Log in to your account at [fub.openiris.io](http://fub.openiris.io) using your institutional credentials.
- Go to 'Browse'/'Groups'.
- Set the filter to 'All'.
- Press the arrow icon to join the respective group.  
*Working groups start with "AG" (see below). Do not try to access other groups – you will never be accepted but cause extra work to people!*



The screenshot shows the 'Groups' page in the OpenIRIS interface. The navigation bar includes 'Scheduler', 'Services', 'Browse', and 'Dashboard'. The main navigation menu has 'Resources', 'Providers', 'People', 'Groups', 'Departments/Institutes', 'Organizations', 'Projects', and 'Communities'. The 'Groups' tab is active. A search bar is present with a search icon and a 'Members' dropdown menu set to 'All'. Below the search bar is a table listing various groups. The table has columns for 'Name', 'Organization', and a set of action icons. The 'All' filter button and the arrow icon in the right column of the group list are circled in red.

Name	Organization	
AG Böttcher C	FU Berlin	☑️ ➡️ 🔍
AG Chakrabarti S	FU Berlin	➡️ 🔍
AG Eigler S	FU Berlin	➡️ 🔍
AG Ewers H	FU Berlin	➡️ 🔍
AG Freund C	FU Berlin	➡️ 🔍
AG Haag R	FU Berlin	➡️ 🔍
AG Hasenstab-Riedel S	FU Berlin	➡️ 🔍
AG Kokscho B	FU Berlin	➡️ 🔍
AG Melzig M	FU Berlin	➡️ 🔍
AG Neu U	FU Berlin	➡️ 🔍
AG Rademann J	FU Berlin	➡️ 🔍
AG Schalley C	FU Berlin	➡️ 🔍
AG Sigrist S	FU Berlin	➡️ 🔍
AG Veit M	FU Berlin	➡️ 🔍
AG Wahl M	FU Berlin	➡️ 🔍
New User	FU Berlin	➡️ 🔍
Service	FU Berlin	➡️ 🔍

At the bottom of the page, there is a pagination control showing '25' items per page and '1 - 17 of 17 items'.

This will address a request to the group's admin who can approve (accept) or reject your membership; you will be informed by mail. Once your membership is accepted, you are done. If necessary, you can join more than one group.

**Never forget to log out from Iris!**