Activation of an account in Bookitlab

This is valid for projects administered through UiB.

- Please fill in and send this form to your project accountant.
- Before sending this form, make sure that the users listed below have already logged into BookitLab. The project accountant will not be able to assign users to projects unless they have logged in once.

If you have any questions, please address them to your project accountant or bookitlab@uib.no

In order to book services in BookitLab at UiB, the users have to be assigned to a project account (delprosjekt). Your project accountant will add the details you provide below, and thereafter it will be sent to the head of administration for approval.

Name project owner/leader	
Email project owner/leader	
Department (owner of project)	
Name of project accountant (prosjektøkonom)	
Project number (delprosjekt, 9 digits)	
Budget limit (NOK) for project in Bookitlab	

Information about users who should have access to the project:

The user's name (Full name or UiB username)	**User budget limit (optional)**	**User end date (optional)**