



THE UNIVERSITY OF ARIZONA

College of Medicine

Phoenix

iLab User Guide

ANDREW PICKERING

For Questions:

ajpicker@email.arizona.edu

602-827-2345

Revised: 9/27/18

Table of Contents

Step-by-Step Instructions to Register for an iLab Account with UA NetID	2
Step-by-Step Instructions for External Customers to Register for an iLab Account.....	3
How-To.....	5
Video for General User Processes	5
Logging In	5
Creating an Equipment Reservation	6
Creating a Service Request	7
Locating the Phoenix Biomedical Core	7

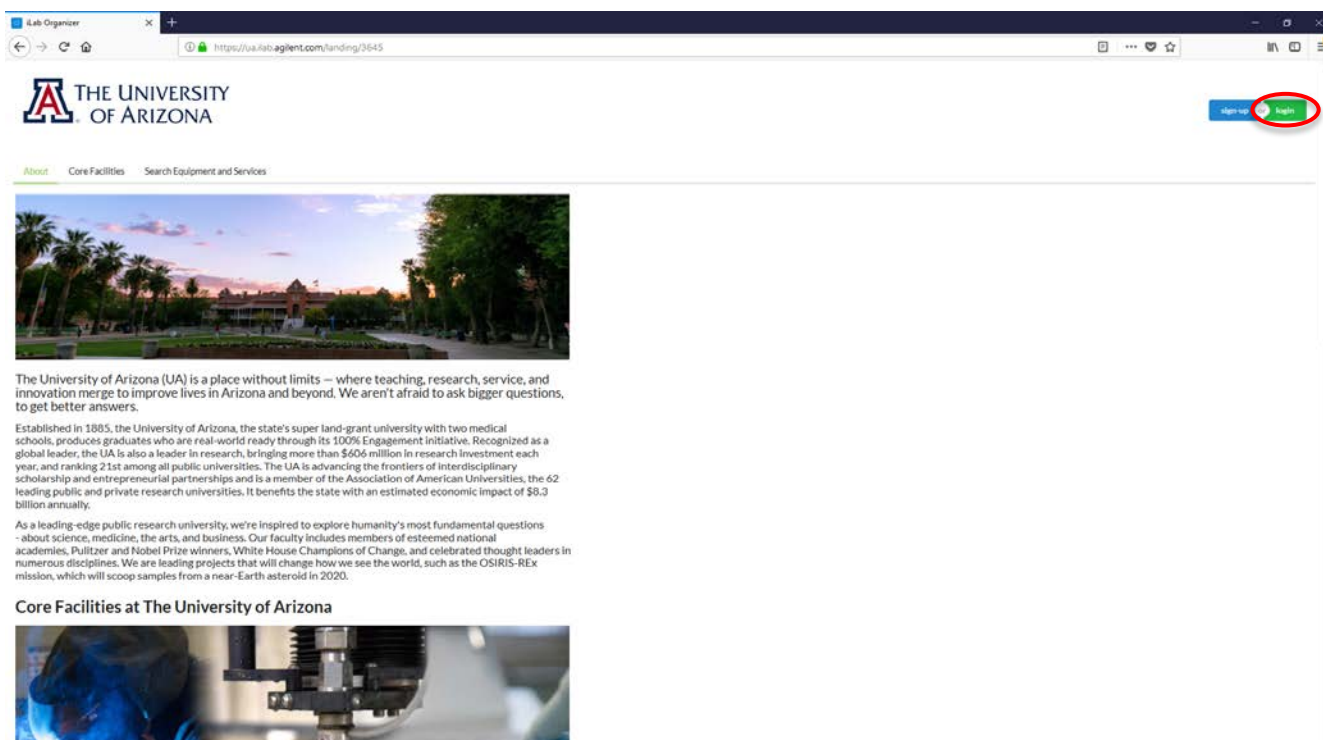
Overview & Registration

As of September 14, 2018, the Biomedical Imaging Core, Flow Cytometry Core, and Molecular Analysis Core are excited to begin using iLab - an online system to streamline the process of ordering services and scheduling instrumentation within core facilities.

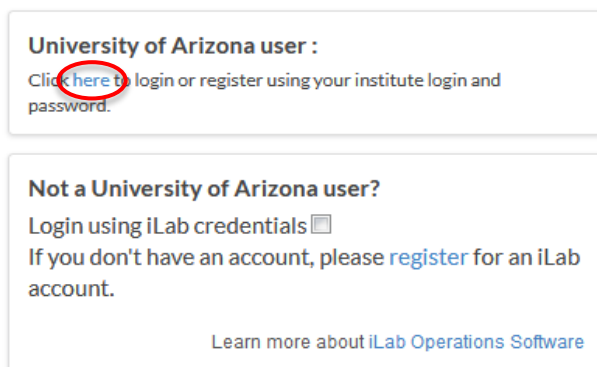
Users of these facilities are advised to familiarize themselves with the new system, which requires a one-time free registration, as described below. If you are a named PI on a current Sponsored Project Account in UAccess Financials, you have already been registered for an iLab account. Even if you do not use any of the facilities named above, you may want to get your financial accounts and research group members setup in the system now so you will be ready to access the services and instrumentation of facilities you use once they are live in the new system.

Step-by-Step Instructions to Register for an iLab Account with UA NetID

1. Navigate to the [login page](https://ua.ilab.agilent.com/service_center/show_external/4570?name=phoenix-biomedical-core) and click on the green “Login” button at the top right of the screen.



2. In the pop up, click the “here” hyperlink.



3. You will be directed to the WebAuth page where you will need to enter your NetID credentials and click the LOGIN button.
4. If you are setup for two-factor authentication, you will need to provide authentication via the Duo-Mobile application.

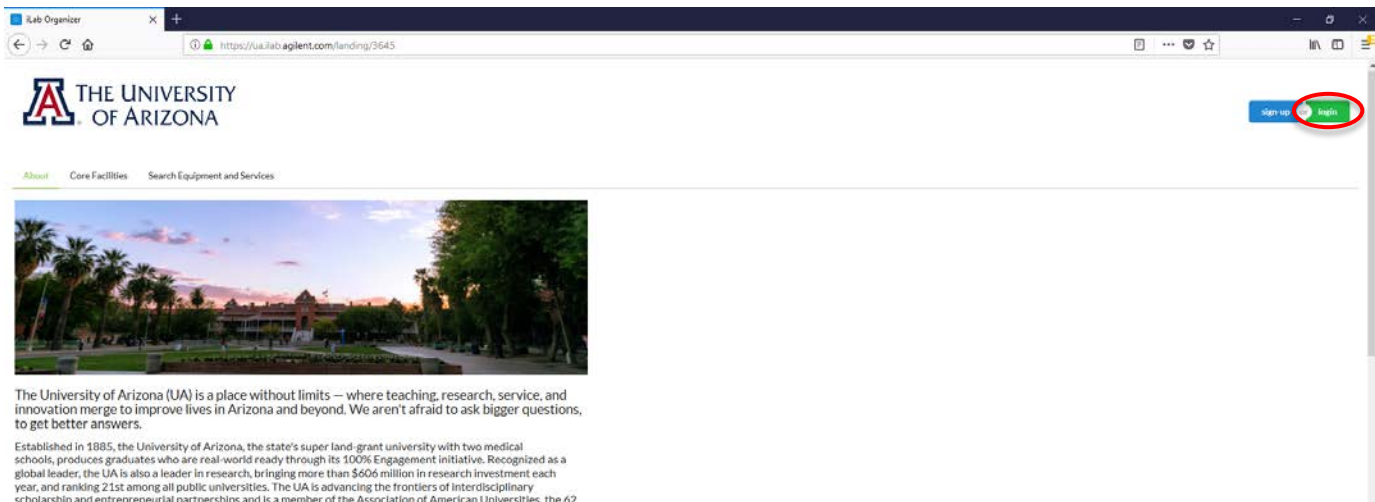
You will bypass steps 3 and 4 if you are already logged into a U of A system via WebAuth.

5. If you do not already have an account, you will be directed to an iLab Registration page where you will need to select your PI/Lab, and verify your contact information. You can be added to additional PI's labs later, as necessary.
6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab within iLab. They will need to approve your membership and assign at least one financial account for you to be able to request services or schedule time on instrumentation.

The first time you login to iLab after being accepted into your PI's lab you will need to set your time zone. Please set this as Arizona so that you are in sync with the equipment calendars. You will also have the opportunity to set your preferred email address for messages from this system. Once you have set these as appropriate click the 'Set' button. The changes will be registered to your account the next time you log out and log back in.

Step-by-Step Instructions for External Customers to Register for an iLab Account

1. Navigate to the [login page](https://ua.ilab.agilent.com/service_center/show_external/4570?name=phoenix-biomedical-core) and click on the green "Login" button at the top right of the screen.



2. In the pop up, click the “register” hyperlink.

University of Arizona user :
Click [here](#) to login or register using your institute login and password.

Not a University of Arizona user?
Login using iLab credentials
If you don't have an account, please [register](#) for an iLab account.

[Learn more about iLab Operations Software](#)

3. Complete the registration form that you are directed to. **Note; there are multiple tabs to complete.**

iLab Organizer :: Register

Secure | <https://ua.ilab.agilent.com/account/signup/3645>

THE UNIVERSITY OF ARIZONA Already have an account? [Click here to login](#) English

Personal Information > Institution Role > Manager Contact > **Billing Address** > Complete Registration

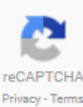
[Help me register](#) [What is iLab?](#) [Other Facilities](#)

You are requesting access to the The University of Arizona 's service centers.

Email address: * Phone number:

First name: * Last name: *

I am affiliated with the following institution: *

I'm not a robot  reCAPTCHA
[Privacy - Terms](#)

[Continue](#)

4. You will receive a *Welcome Email* containing the login credentials for your new iLab account, typically within one business day.

The first time you login to iLab after having your account setup, you will need to set your time zone. Please set this as Arizona so that you are in sync with the equipment calendars. You will also have the opportunity to set your preferred email address for messages from this system. Once you have set these as appropriate, click the 'Set' button. The changes will be registered to your account the next time you log out and log back in.

How-To

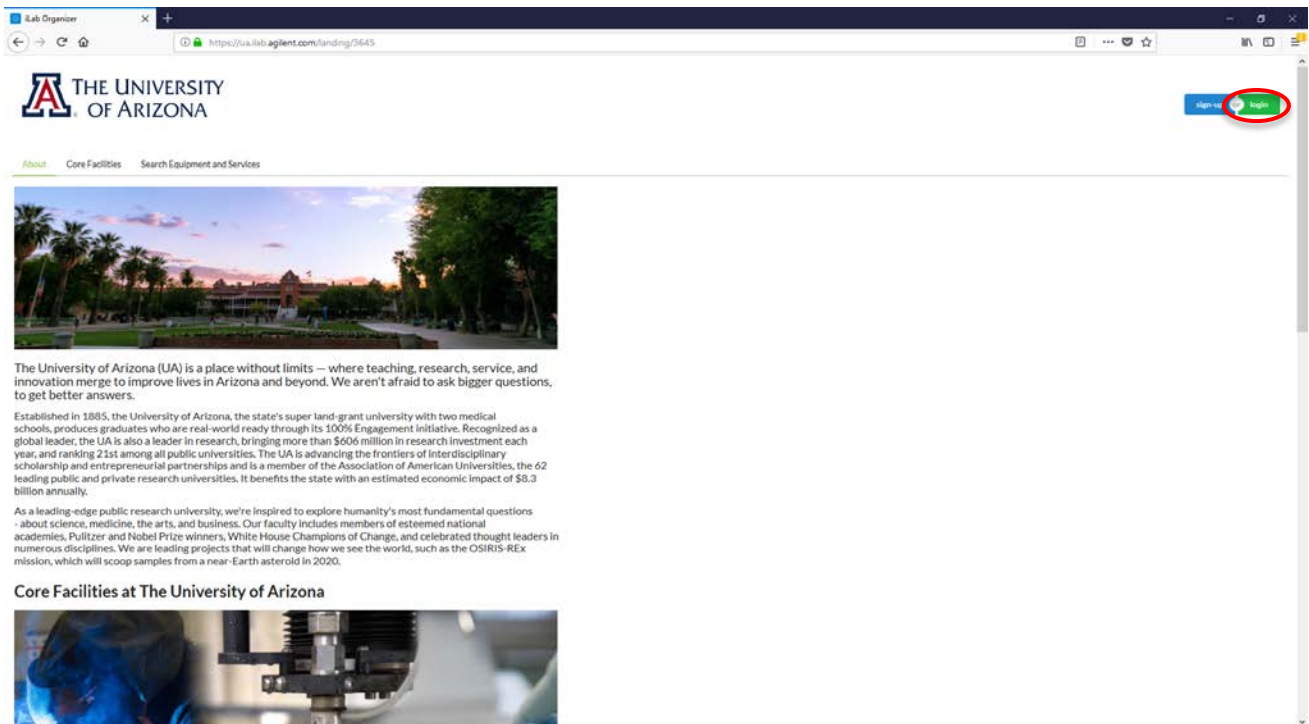
Regardless of your role in the various lab groups within iLab to which you may belong, you will need to know how to login, reserve equipment and request services within the new system. The following sections provide general step-by-step instructions on these processes. Because workflows vary from facility to facility, some cores will have minor variations in their processes that the core staff can assist you with, if necessary.

Video for General User Processes

[Watch a video that walks you through the processes of reserving equipment and requesting services](#)

Logging In

1. Navigate to the [login page](https://ua.ilab.agilent.com/service_center/show_external/4570?name=phoenix-biomedical-core) and click on the green "Login" button at the top right of the screen.



2. In the pop up, click the “here” hyperlink.

University of Arizona user :
Click [here](#) to login or register using your institute login and password.

Not a University of Arizona user?
Login using iLab credentials
If you don't have an account, please [register](#) for an iLab account.

[Learn more about iLab Operations Software](#)

3. You will be directed to the WebAuth page where you will need to enter your NetID credentials and click the ‘LOGIN’ button.
4. If you are setup for two-factor authentication, you will need to provide authentication via the Duo-Mobile application.

You will bypass steps 3 and 4 if you are already logged into a U of A system via WebAuth.

On initial login, you will be asked to set your time zone. Please set this as Arizona so that you are in sync with the equipment calendars, and then click 'Set.' The change will be registered to your account the next time you log out and log back in.

Creating an Equipment Reservation

Once you have been accepted into a lab group and assigned a UAccess Financials account number, you can schedule equipment time.

1. [Login to iLab](#).
2. Navigate to the core that houses the equipment you wish to schedule.
3. Select the *Schedule Equipment* tab, and click on the ‘View Schedule’ button next to the instrument of interest. Click and drag on the time frame for your reservation.

The screenshot shows the website interface for the Translational Bio Imaging Resource at The University of Arizona. The top navigation bar includes 'About Our Cores', 'Schedule Equipment' (circled in red), 'Request Services', 'View All Requests', 'Reservations', 'People', 'Reporting', 'Billing', and 'Administration'. Below this is a secondary navigation bar with 'Go to Kiosk', 'Confirm Usage', 'Message Customers', 'Download usage tracker client', and 'More'. The main content area is titled 'Schedule Resources' and includes instructions on how to access the equipment kiosk and how to make a reservation. A section for 'Trained Users' lists steps for making a reservation, and a section for 'Untrained Users' provides instructions for requesting training. The bottom of the page features a list of equipment categories: 'Human and Large Animal MRI (1)', 'Small Animal MRI (1)', and 'High Resolution Ultrasound (2)'. Under 'High Resolution Ultrasound (2)', the 'VisualSonics Vevo 3100' is listed with a description and a list of overall benefits. A 'View Schedule' button is circled in red next to the equipment listing.

4. A window will pop up that will allow you to verify your reservation details and provide payment information before saving the reservation. Payment information is required to schedule equipment.

Creating a Service Request

Once you have been accepted into a lab group and assigned a UAccess Financials account number, you can create service requests.

1. [Login to iLab](#).
2. Navigate to the core that provides the services you wish to request.
3. Select the *Request Services* tab, and click on the 'Request Service' button next to the service of interest.

The screenshot shows the 'Functional Genomics Core' website. At the top right is the University of Arizona logo and a navigation menu with 'Request Services' circled in red. Below the header is a 'Service Projects & Quote Requests' section. Four service categories are listed, each with a 'request service' button circled in red: 'Compound Screening', 'Custom Molecular Biological Pipelines', 'Microbial Deletion Library Screening', and 'RNAi Screening'. Each service includes a brief description of the capabilities and associated costs.

4. You will be asked to complete a form and provide a financial account number before submitting the request to the core. Payment information is required to request services.
5. Your request will be pending review by the core. The core will review your request and either agree to the work or they will ask for more information if needed.

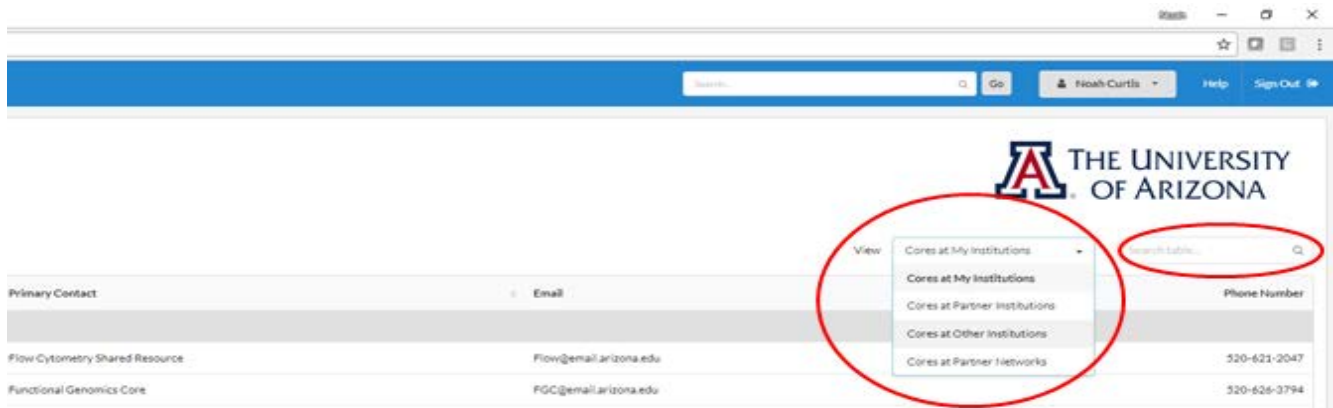
Locating the Phoenix Biomedical Core

For external users or users already registered in iLab having trouble locating the Phoenix Biomedical Core

1. Log in to iLab
2. Click the 'core facilities' link on the left side of the screen

The screenshot shows the iLab Agilent CrossLab interface. The browser address bar shows 'https://ua.ilab.agilent.com/homepage/'. The left sidebar contains a navigation menu with 'core facilities' circled in red. The main content area shows 'Equipment Search' and 'Recently Used Cores'.

3. Change the “View” to “Cores at Other Institutions.”



4. The User should then be able to run a search for “The University of Arizona” in the search field (also circled above) and a list of our cores, including the **Phoenix Biomedical Core**, will be displayed. They can then simply click on the name of the core they wish to visit and the system will take them there.