



How to create an iLab account?

If you are a PI:

If you are a PI, you may receive email requests from researchers/clinical coordinators wishing to join your group. The request email will have specific instructions on how to approve the request. In case you are interested in the process, we have pasted instructions below. **If you would prefer to delegate these notifications/approvals to a financial manager, please email ilab-support@agilent.com with your financial manager's name & email.**

Instructions

1. Click here to log-in: https://uwmadison.ilabsolutions.com/service_center/show_external/4498
2. You will use your NET ID credentials to log into iLab
3. Once logged in, look for the link in the left hand menu that says 'my labs'. Hover-over and select your lab.
4. Set the auto-approval amount if you do not wish to approve service requests below a certain dollar amount. To do this, select the 'Members' panel and enter a dollar amount in the 'Auto Pre-Approval' amount and click 'save settings.'
5. To approve lab membership requests, select the 'Membership Requests & Projects' tab. New membership requests will show at the top of this page. Click "Approve" to accept a member into your lab. Click "Reject" if they are not a member of your lab.
6. To assign a project to a member of your lab, find the member in the above list where it says, 'Manage Projects.' Select the checkbox(es) to the right of their name for the project(s) you wish to assign them.

If you are a Researcher/Clinical Trial Coordinator:

Make sure that the UW PI or PI's financial manager for your lab or clinical trial has an iLab account (steps can be followed as stated in "If you are a PI" section) and the correct funding for the research project or clinical trial has been added.

To get started, you must register for an account:

1. Navigate to the core page:
https://uwmadison.ilabsolutions.com/service_center/show_external/4498
2. In the upper-right-hand corner of the screen, select the **Register** link.
3. You will be directed to an authentication page where you will need to enter your NET ID.
4. Once you have entered your credentials, click the 'Login' button
5. You will be directed to an iLab Registration page where you will need to select your PI/Lab, and verify your contact information
6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab in iLab. They will need to approve your membership and assign any project/funding string for your use. You will not be able to place orders with your new account until your PI has approved your lab membership request.