How to create a Service Request or Reserve Equipment with a Pathology R&D Fund?

Once you have an iLab account:

To Create a Service Request:
Once you have been accepted into your PI’s lab and assigned project/funding string, you can create service requests.

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. Enter your NET ID and password, and sign in.
4. Select the Request Services tab and click on the ‘Request Service’ button next to the service of interest.
5. You will be asked to complete a form before submitting the request to the core. On the “Study Number” field at the beginning of the form, please add the PI(s) names(s) for the Pathology R&D funding account.
6. 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.

To Create an Equipment Reservation:
Once you have been accepted into your PI’s lab and assigned a project/funding string, you can schedule equipment time.

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. Enter your NET ID and password, and sign in.
4. 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 you would like to schedule your reservation for.
5. A window will pop up that will allow you to verify your reservations details.
6. Add in the “Event Notes” field the PI(s) names(s) of your Pathology R&D funding account and provide payment information before saving the reservation.

Additional help
More detailed instructions can be found by clicking on the “HELP” link in the upper right hand corner or by navigating to help.ilab.agilent.com. For any questions not addressed in the Helpsite, click on the “HELP” link in the upper right hand corner and submit a ticket or contact ilab-support@agilent.com