



## 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](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](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](http://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](mailto:ilab-support@agilent.com)