**iLab Instructions for Lab Managers**

**iLab** is the online ordering, reservation and financial administration software for the Faculty of Medicine & Dentistry (FoMD) Core Research Facilities: **Flow Cytometry Core, Autoclave Repair Core, Cell Imaging Centre, Lipidomics Core, The Applied Genomics Core (TAGC)** and **Workshop**.

You will first need to become a lab manager in iLab. Your Principal Investigator (PI) can assign this through his/her iLab account, or, if your PI is busy:

1. Email Wendy Magee (Director, Core Research Facilities) at wmagee@ualberta.ca
2. Enter “Manager request for iLab” in the subject line
3. Copy (cc:) your PI
4. In the message ask to be made a manager of your PI’s iLab account.

To add speed codes to members of your group in iLab:

**Step 1:**

Visit [https://ualberta.corefacilities.org/account/ldap/ualberta](https://ualberta.corefacilities.org/account/ldap/ualberta) in a web browser. A link to this page is also available from the FoMD Core Services and Equipment Resources website.

**Step 2:**

Use your CCID and password to login to your iLab account.

**Step 3:**

In the menu that appears on the left side of the screen, select “**my groups**” under the “**manage groups**” category.

That is, click here...
Step 4:
After clicking on the “my groups” menu item, you will see a set of tabs across the top of the content area in your browser window. By default you will be viewing information about your group “Members”. Click on the “Membership Requests & Speed Codes” tab so that it is highlighted as in the images below.

![Initial default view](image1.png)

![Updated view after selecting the “Membership Requests & Speed Codes” tab](image2.png)

Step 5:
Under the “Manage Speed Codes” section you will see a matrix with each member of your group in a row and each lab speed code in one column (see below). To assign a member a speed code, tick the box at the intersection of the speed code and member you want to have access to that speed code. See the example image below. Many groups will have only a single speed code that all group members use, but this will vary among groups. See Step 6 if you don’t see any speed codes to assign group members.

![Manage Speed Codes](image3.png)

Step 6:
If you don’t have any speed codes to assign to members, or you need to add a new speed code to the system, open the “Request access to additional Speed Codes” section by clicking on the blue triangle to the left of the title. Type your Speed Code into the box and click on the “Request” button. If the Speed Code is a recognized as valid within the University of Alberta’s PeopleSoft system, iLab will instantly approve your request. Otherwise please contact Wendy Magee (wmagee@ualberta.ca) with any problems.

![Request access to additional Speed Codes](image4.png)