**iLab Registration for Users/Lab Members**

**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.

This article highlights the steps for users/lab members to set up an iLab account. Your Principal Investigator (PI) must then approve the account. **Users must have an approved account prior to being able to use the FoMD Core Research Facilities.**

**Step 1:**

Go to [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 create your account in iLab.

**Step 3:**

In the panel that comes up, your name should appear as in the panel below. Enter the name of your lab/PI, or if you DO NOT work in a lab, your department group.

Phone numbers are needed in order to contact you if questions arise when services are ordered.
After you press “Register” this screen will pop up:

Hello Travis Lee,

Your account activation is currently pending the approval of your membership to the following lab:

- Test (UALberta) Lab

We have notified the institutional administrators of your request, and they will be reminded each business day if they have not approved your account. You can send an immediate reminder by clicking the 'Send Reminder' button below.

[Send Reminder to the Designated Approver]

If your request is urgent, please click on the button below and we will do our best to follow up with the appropriate individuals to verify your account.

[Request Assistance]

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This notification tells you an email has been sent to your PI.

If your PI does not respond in a timely manner:

1. Email Wendy Magee (Director, Core Research Facilities) at wmagee@ualberta.ca and copy (cc:) your PI
2. Enter “iLab request” in the subject line
3. Ask to join your PI’s lab
4. You can also add the speed code that you wish to use in iLab OR
5. IF you are the manager of the PI’s lab you can ask to be made a manager of your PI’s iLab account