**iLab Registration and Instructions for Principal Investigators**

**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 needed to manage users, their billing accounts and limits, as well as how to appoint someone who can manage your laboratory’s iLab account on your behalf. **People within your lab will not be able to access the Faculty’s core resources unless these tasks are completed.** If you have any problems registering and/or adding members to your lab, please contact Wendy Magee (Director, Core Research Facilities) at wmagee@ualberta.ca or at 780-492-0715.

**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 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

As the PI, before your lab members can order services from or reserve equipment in the FoMD Core Research Facilities, you will need to:

- Accept users into your lab (see Step 4 below)
- Add/remove speed codes to your lab (see Step 4 below)
- Assign speed codes to lab members (see Step 4 below)
- Approve certain core service requests (see Step 5 below to set the threshold)
- Manage lab members and their rights (see Step 5 below)
**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 image below. Here you can:

1. accept lab members,
2. add speed codes,
3. disable speed codes and
4. assign speed codes to lab members.

**Request access to additional Speed Codes**

- **1. Accept Lab Members:** when users request to be in your lab, their requests will show up here with “Accept/Decline” options
- **2. Add Speed Codes:** Add new Speed Codes by clicking on the blue triangle; this will cause the Speed Code box to appear. Type in your Speed Code and click the “Request” button
- **3. Disable Speed Codes:** If you have Speed Codes that you want removed, click on the blue triangle next to “Disable/Enable Speed Codes”, un-check the Speed Code you want removed and click the “Save Changes” button. No member can be assigned this Speed Code and no charges can be pending
- **4. Assign Speed Codes to Lab Members:** use check boxes to assign Speed Codes to each Lab Member in order to pay for core facility services in iLab

**Step 5:**

Click on the “Members” tab to highlight it as in the image below to:

5. set approval thresholds,
6. edit the type of account your lab members hold and
7. add existing iLab users to your iLab account

**Manage Lab Members**

- **5. Set Approval Thresholds:** set the amount above which new requests (or cost overages) require financial approval from authorized lab personnel
- **6. Manage Lab Members:** click the “x” to remove a member from your lab and the “pencil” to edit rights for the lab members (i.e., make them a manager who can provide approvals on your behalf, or a financial contact who receives all email correspondence, as designated by the “$”)
- **7. Add Lab Members:** click the “link existing user” button for this box to appear. Type in the name of an existing iLab member to add the user to your lab.