PI Registration and Instructions for iLab

**iLab Solutions** is the online ordering, reservation and financial administration software for the Faculty of Medicine & Dentistry’s Core Research Facilities: Flow Cytometry, Autoclave, Cell Imaging Centre, Lipidomics, 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 w magee@ualberta.ca or at 780-492-0715.

**Step 1:**

Go to https://ualberta.corefacilities.org/account/ldap/ualberta in a web browser. Links to this page are also available from the Core Research Facilities, Flow Cytometry and Cell Imaging Centre websites.

**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 labs” under the “manage groups” category.

That is, click here

As the PI, before your lab members can order services from the Faculty cores 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 labs” 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.

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.