

\*\*\*\*\*

### **Info for PIs**

It was indicated that you have researchers who use the services of HTB core, and we wanted to let you know that you may receive email requests from researchers wishing for you to join your group. The request email will have specific instructions on how to approve the request. In case you are interested in the process, we have pasted instructions below. If you would prefer to delegate these notifications/approvals to a financial manager, please email [ilab-support@agilent.com](mailto:ilab-support@agilent.com) with your financial manager's name & email.

### **Instructions for PIs**

1. Click here to log-in: [https://hilife-infra.ilab.agilent.com/service\\_center/show\\_external/3690/fimm\\_high\\_throughput\\_biomedicine\\_unit](https://hilife-infra.ilab.agilent.com/service_center/show_external/3690/fimm_high_throughput_biomedicine_unit)
2. You will use your **HAKA credentials\*** (home organization logins, e.g. UH) to log into iLab
3. Once logged in, look for the link in the left-hand menu that says 'my groups'. Hover-over and select your lab.
4. Set the auto-approval amount if you do not wish to approve service requests below a certain monetary amount. To do this, select the 'Members' panel and enter a monetary amount in the 'Auto Pre-Approval' amount and click 'save settings.'
5. To approve lab membership requests, select the 'Membership Requests & Fund' tab. New membership requests will show at the top of this page. Click "Approve" to accept a member into your lab. Click "Reject" if they are not a member of your lab.
6. To assign Funds to a member of your lab, find the member in the above list where it says, 'Manage Fund.' Select the checkbox(es) to the right of their name for Fund (s) you wish to assign them.

\*HAKA members can be found [here](#).

\*\*\*\*\*

### **How to get things started with iLAB**

#### **To register for an iLab account:**

#### **If you have HAKA account:**

To get started, you must register for an account:

1. Navigate to the core page: [https://hilife-infra.ilab.agilent.com/service\\_center/show\\_external/3690/fimm\\_high\\_throughput\\_biomedicine\\_unit](https://hilife-infra.ilab.agilent.com/service_center/show_external/3690/fimm_high_throughput_biomedicine_unit)
2. In the upper-right-hand corner of the screen select the 'Register using HAKA Credentials' option.
3. You will be directed to an authentication page where you will need to enter your HAKA credentials.
4. Once you have entered your credentials, click the 'Login' button.
5. You will be directed to an iLab Registration page where you will need to select your PI/Lab and verify your contact information.
6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab in iLab. They will need to approve your membership and assign any WBS Element for your use.

**If you don't have HAKA account**

1. Navigate to the core page: [https://hilife-infra.ilab.agilent.com/service\\_center/show\\_external/3690/fimm\\_high\\_throughput\\_biomedicine\\_unit](https://hilife-infra.ilab.agilent.com/service_center/show_external/3690/fimm_high_throughput_biomedicine_unit)
2. In the upper-right-hand corner of the screen select the 'Register for an iLAB account' option.
3. Complete the registration form on the sign-up page.
4. Receive a Welcome Email from iLab (typically within one business day) with login credentials.

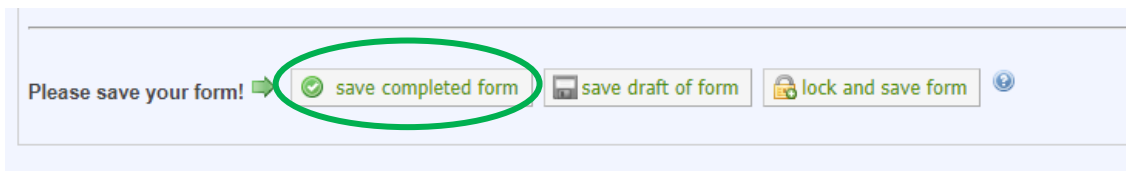
\*\*\*\*\*

**To Create a Service Request:**

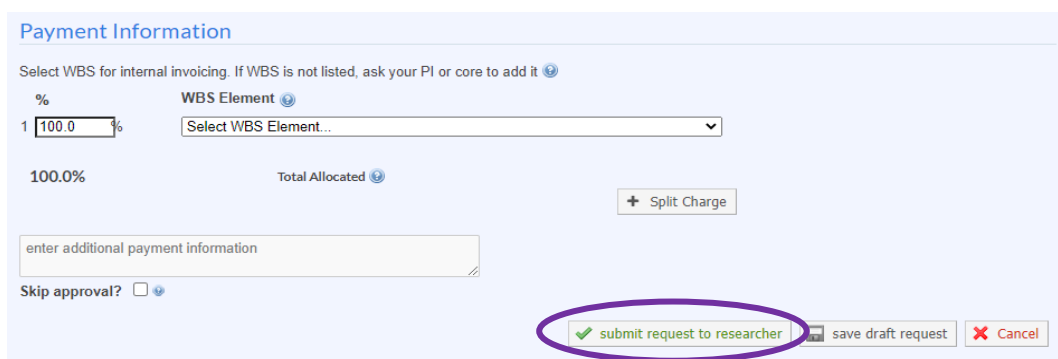
Once you have been accepted into your PI's lab and assigned WBS Element/you have got your iLAB credentials, you can create service requests.

1. Navigate to the core page: [https://hilife-infra.ilab.agilent.com/service\\_center/show\\_external/3690/fimm\\_high\\_throughput\\_biomedicine\\_unit](https://hilife-infra.ilab.agilent.com/service_center/show_external/3690/fimm_high_throughput_biomedicine_unit)
2. At the upper right hand of the page 'Sign In' and then select the 'Sign In using HAKA Credentials' or 'Sign in using iLab credentials' option depending on your credentials.
3. Select the Request Services tab and click on the 'Initiate Service' button next to the service of interest.
4. You will be asked to complete a form before submitting the request to the core.
5. 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.

Note! While placing an order, remember to 'save completed form' (green; every form separately).



And finalize the order with 'submit request to core' (purple) –button.



\*\*\*\*\*

More detailed instructions on iLAB can be found by navigating to our iLab Help Site <https://help.ilab.agilent.com/99557-ilab-quick-start-guide/quick-start-for-new-users>