

Register and use your iLab account

1. Go to iLab HiLife login page

<https://hilife-infra.ilab.agilent.com/account/login>

2. Select sign-up (or login if you already registered) from the upper right corner:

UNIVERSITY OF HELSINKI

[About](#) [Core Facilities](#) [Search](#)

Welcome to HILIFE iLAB Core facility service portal

University of Helsinki users

- **Login in using HAKA credentials, i.e. normal UH credentials.**
- This connects your iLab account to the HAKA directory.
- During registration, select PI/Lab/Research Group from a dropdown menu.
- Group membership connects you with appropriate funds (WBS)
- You may apply membership in multiple Groups/Labs
- If you do not see your PI on the list please reach out to [iLab Support](#)

University of Helsinki PI's

- You do not need to register separately - your account is created through SAP integration
- **Log in with your HAKA credentials.**
- Invite/Approve Group members and manage your funds (WBS) through 'Manage Groups'

You need to have WBS assigned from PI before you can make reservations or requests

Users outside University of Helsinki

- If your host institute is member of HAKA, use your host institute credential to [login using HAKA](#)
- If not, register [here](#)

For HAKA-users:

3. Select your institute

4. Login using your HAKA credentials

For instance University of Helsinki:

Logging into the service
ILab
Agilent Technologies

Username

Password

LOGIN

Redisplay the page on accepting the disclosure of your information

Instructions

You can change a password that you have forgotten or that has expired by using your banking credentials and a separate [online tool](#).

[Instructions for using the login services.](#)

Announcements

[Coronavirus Situation at the University of Helsinki](#)

5. Add group info for registration. Note that information entered will be used for iLab services.

Not HAKA-users or other institution:

3. Sign up with no HAKA-credentials-link

HAKA User:

Click [here](#) to login or register using your institute login and password.
All University of Helsinki users should sign in using HAKA credentials.

This is a requirement to connect your iLab account to the HAKA directory.

During registration, you will be asked to select PI/Lab/Research Group from a dropdown.

If you are a PI you do not need to register - your account should be created by our financial integration and you can log in with your HAKA credentials.

If you do not see your PI on the list - please reach out to iLab Support.

Not a HAKA user? (no HAKA Credentials)

Click [here](#) to signup for an iLab account.

4. Fill in your information

5. Note! You can only join a group that already exists. Please contact your PI or iLab support to create one if it is not available.

Start Personal Information Group Associations

You are requesting access to the University of Helsinki's service centers.

* First Name

* Last Name

Phone Number

* I am affiliated with the following institution

HUS Joint Authority, Helsinki University hospital

mine|

[miner](#) (create new)

Others

[Minerva Foundation Institute for Medical Research](#)

Magnus Minerals Oy

[Continue](#)

If you do not have HAKA or need to join other institution, remember to choose institution from drop down. Note! You should only join a group that is already created. If not, please contact your PI or ilab-support@agilent.com to create one

Before you can do reservations or requests, you will need to have assigned WBS. Please contact your PI or Flow Cytometry Unit personnel

Instructions for assigning WBS elements on the Flow Cytometry Unit “reservations” page

<https://www2.helsinki.fi/en/infrastructures/flow-cytometry/reservation>

Navigate your profile and request group access if needed through “hamburger”-button:

The screenshot shows the Agilent CrossLab iLab Operations Software interface. The top navigation bar includes a hamburger menu icon, the text "Navigate your profile", "Agilent CrossLab", and "iLab Operations Software". The left sidebar contains a navigation menu with items: Home (Communications (129)), Core Facilities (My Core, Invoices), Reporting, and Manage Groups (My Group, My Core, People Search). The main content area is titled "Home" and includes sections for "Messages and reservations", "Equipment Search", and "Recently Used Equipment". A red box highlights the "Manage Groups" section in the sidebar. Below the "Recently Used Equipment" section, there is a "Service Requests" table. A red arrow points to the "Name" column of the table, with a red text annotation: "Check reservation details by clicking on the project name".

Name	Owner	Cost	State
FCU-NNA(CID) Biomedicum Flow cytometry unit -	Noora Aarnio	€25.00 (€0.00)	Waiting to Submit to Researcher

The screenshot shows the Agilent CrossLab iLab Operations Software interface. The top navigation bar includes a hamburger menu icon, the text "Agilent CrossLab", and "iLab Operations Software". The left sidebar contains a navigation menu with items: Home (Communications (126)), Core Facilities (My Core, Invoices), Reporting, and Manage Groups (My Group, My Core, People Search). The main content area is titled "My Groups" and includes sections for "My Groups" (Peitsaro, Nina (UH) Lab) and "My Core Facilities" (Flow Cytometry Unit). A red box highlights the "Request Group Access" button. A red text annotation next to the button reads: "If you need to change or add a group".

Request a service from "Request services"-toolbar

The screenshot shows the 'Request Services' toolbar in the Flow Cytometry Unit system. The toolbar includes links for 'About Our Core', 'Schedule Equipment', 'Request Services', 'View All Requests', 'Reservations', 'People', 'Reporting', 'Billing', and 'Administration'. The 'Request Services' link is highlighted with a red box. Below the toolbar, there is a section titled 'Service Projects & Quote Requests' with a red text box stating: 'When you want training or sorting or analysis to be run as a service'. There are buttons for 'Sort manually' and 'Add a Service Project Template'. A red box highlights a note: 'Before you can make any reservations ask your PI or the core personnel to assign you a WBS in iLAB.' Below this, there is a list of services with a red box highlighting the first three items: 'Viikki sorting flow cytometry unit (2)', 'Biomedicum Flow cytometry unit (3)', and 'Biocenter flow cytometry unit (1)'. A red text box next to these items says: 'Choose the correct facility you want the service to be done'. There is also a 'Services & User fees (read-only)' section with buttons for 'Sort manually' and 'Add a Service Template'. A search bar and a 'View: by category alphabetically' link are also visible.

Choose correct facility and check for available services from drop down

The screenshot shows the 'Request Services' page with a dropdown menu for facility selection. The dropdown menu is open, showing three options: 'Viikki sorting flow cytometry unit (2)', 'Biomedicum Flow cytometry unit (3)', and 'Biocenter flow cytometry unit (1)'. The first option is highlighted with a red box. To the right of the dropdown menu, there are two 'Initiate request' buttons, each with a red 'X' icon. A red text box next to these buttons says: 'Initiate request and fill up form'. There are also buttons for 'Sort manually' and 'Add a Service Template'.

Initiate request and fill up a form

The screenshot shows the 'Payment Information' form. It has a title 'Payment Information' and a subtitle 'Select WBS for internal invoicing. If you WBS is not listed, ask your PI or the core to add it.' There is a percentage input field with '100.0' and a 'WBS Element' dropdown menu. The dropdown menu is open, showing a list of WBS elements. A red box highlights the dropdown menu. To the right of the dropdown menu, there is a red text box that says: 'End of the form choose WBS. If there is none available, please contact your PI or core personnel. You will need assigned WBS before you can make reservations'. There is also a 'Split Charge' button.

Remember to add WBS. If there is no WBS available, please contact your PI or core personnel. You will need assigned WBS before you can make reservations.

When core personnel will update the request, you will get an email notification. You will need to agree or disagree on the request.

Hello Noora Aarnio,

You have a new service request, initiated by the core listed below.

Requester: Noora Aarnio
Core: Flow Cytometry Unit
Core contact:
Service category: Biomedicum Flow cytometry unit
Service name: Analysis request (service)
Service ID: FCU-NA-2665
Request date: Feb 02, 2022

When you get the confirmation email from reservation, click on the agree or disagree link to open the project (you will need to agree/disagree in iLab). Please check the reservation details first

[Click here to "Agree" or "Disagree" with the request](#)

(You will be required to login, then be redirected to the request that requires your attention.)

Please feel free to contact ilab-support@agilent.com if you have any problems accessing or approving your request.

Please do not reply to this e-mail. Access iLab through the link above.

REMEMBER TO CHECK DETAILS BEFORE AGREEING!

Service Request Presented for Your Consent
(You need to agree to the term of service before the core can proceed with this request.)

date	for	service id	status	cost
Feb 02 (Feb 02 2022)	Noora Aarnio Peitsaro, Nina (UH) Lab	FCU-NA-2665 Analysis request ... Biomedicum Flow cytometry unit	Waiting for Researcher Approval	ESTIMATE €55.00 (€0.00)

Overview

Payment Information

Forms and Request Details

View Form: Analysis Request Form - Biomedicum

Resource	Start time	End time	Total duration	Expected cost
BD Accuri C6 (BD Accuri C6)	02 Feb 09:00	02 Feb 10:00	1.0 hours	€55.00
			Total:	€55.00

You can send a message if needed

add comment Attachments & URL's

Press arrow button to see details of reservation. Cost is estimate. You can also view the project from your own profile in iLab.

