

## GENOMICS RESEARCH CORE

## Lab Member Instructions for iLab Access

### Registration

1. Navigate to the core page: [https://upmc.corefacilities.org/service\\_center/show\\_external/3852](https://upmc.corefacilities.org/service_center/show_external/3852)
2. In the upper-right-hand corner of the screen click the green 'Login' button
3. Under UPitt user click 'here' to be redirected to the authentication page
4. Log in with your Pitt credentials, the same ones you use to access @pitt.edu email or Panther Express
5. Once you have entered your credentials, click the 'Log in' button
6. You will be directed to an iLab Registration page where you will need to select your PI/Lab, and verify your contact information. If your PI/lab is not available, please inform the Genomics Research Core. (<mailto:hollings@pitt.edu> &cc=jal18@pitt.edu &subject= No Lab)
7. 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 Account Number for your use.

### Create a Service Request:

Once you have been accepted into your PI's lab and assigned Account Number, you can schedule equipment time.

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2. In the upper-right-hand corner of the screen click the green 'Login' button
3. Under UPitt user click 'here' to be redirected to the authentication page
4. Enter your UPitt ID and password, and sign in.
5. Select the *Request Services* tab and click on the type of services being requested. Select the appropriate project request type and click *Initiate Request*
6. Once you have completed the request, it will appear under the *View My Requests* tab with the status *Waiting for Core to Agree*.
7. Bring your samples to the usual drop off location, when we receive them, we will agree to the request and status will change to *Waiting for Core to Begin*
8. You will be notified by the usual method when data is available on <https://data.hscrf.pitt.edu/>, please be sure you have a valid log in for that site.

## GENOMICS RESEARCH CORE

## Laboratory Manager Instructions for iLab Management

### Account Number Information

Use of the account tracking functionality of iLab is entirely at the discretion of the PI. All services charged to account number 00.00000.6492.00000.000000.000000.000000 will continue to be billed to the account on file with the Health Sciences Research Core Facilities administration.

You can add account numbers using the 'Manually add a New Account Number' link under the 'Membership Requests & Account Numbers' tab.

For further explanation, see the illustrated instructions:

[http://www.genetics.pitt.edu/sites/default/files/pdfs/iLab\\_Add\\_Account\\_Number.pdf](http://www.genetics.pitt.edu/sites/default/files/pdfs/iLab_Add_Account_Number.pdf)

### Lab Member Approval

1. Once logged in, look for the link in the left hand menu that says 'my labs'. Hover-over and select your lab.
2. Select the 'Membership Requests & Account Numbers' 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. Once approved, grant account access, see below.
3. All members must be given access to at least one account number by having a check mark in the appropriate column in the table on the 'Membership Requests & Account Numbers' tab.

### Financial Approval

1. Any request made by a lab member that is over the auto approval limit will require financial approval from the PI or lab manager before the Core can proceed with processing. In order to avoid excess delay and extra work for yourself, set the auto approve threshold to an amount that makes sense for your lab and respond promptly to iLab notifications regarding requests needing financial approval.
2. To do this, select the 'Members' panel and enter a dollar amount in the 'Auto Pre-Approval' amount and click 'save settings.'
  1. You may also set specific limits for certain users by clicking the yellow pencil icon to the right of their name and editing the auto approval amount.