

iLab

Standard Operating Procedures

SOP-01 User Guide
Revision: 1.0

Sign up for iLab

Page | 1

Effective date: June 13, 2023

Approved By:
Ramiro Ramirez-Solis, Ph.D.
Director, Institutional Research Core
Laboratories

Approved Date:
June 13, 2023

Office of the Vice President for Research
8403 Floyd Curl Drive | South Texas Research Facility | San Antonio, TX 78229

vpr-it@uthscsa.edu



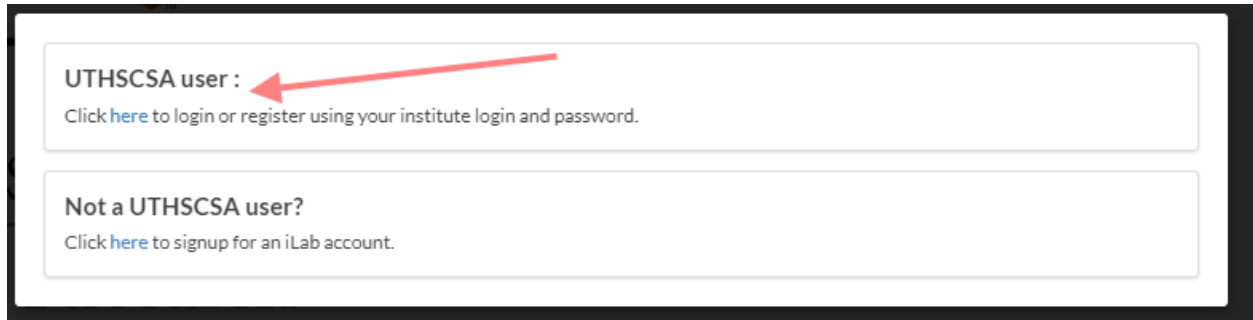
Table of Contents

Register as a member to existing P.I Group	2
Register as a P.I to a new(non-existing) Group.....	4

SOP-01 User Guide Revision: 1.0	Sign up for iLab	Page 2
Effective date: June 13, 2023		

Register as a member to existing P.I Group

1. Go to UTHSCSA Core Facilities webpage
[UTHSCSA Core facilities](#)
2. Click blue Sign-up button on upper right corner
3. Click UTHSCSA user



UTHSCSA user : [Click here](#) to login or register using your institute login and password.

Not a UTHSCSA user?
[Click here](#) to signup for an iLab account.

4. Sign in with UTHSCSA Username and Password.



Login to iLab Solutions

Username

> [Forgot your password?](#)

> [Need help?](#)

Password

Clear prior granting of permission for release of your information to this service.

Login

5. Fill out the required information*.

- PI/Group – Scroll down the drop-down list or type in the P.I.'s last name
- First Name, Last Name – type in your first and last name
- Email address – type in your UTHSCSA email address

Register for iLab

Fill out all fields to create a new account. Please note that information entered here is for the iLab service.

• PI/Group

• First Name

• Last Name

• Email Address

Phone Number

[Cancel](#) [Register](#)

Agilent and the institutions who use Agilent's CrossLab products ('the services') collect personal data from you in order to create a user account and to register you as an authorized user of the services provided by Agilent and the institutions.

To create an account, you must provide your name and email address(es), as well as billing address if required.

We will also collect and store details of your usage by collecting log files.

Agilent collects this personal data for the legitimate purpose of enabling the institutions to provide you with the services and will share your data with the institutions you access.

For further details on how we treat your personal data and how you can exercise your data subject rights please view our [privacy policy](#).

6. Click Register
7. On next module, verify your name, your P.I.(group) name, and click [Back to Login Page]
8. Verify the email from iLAB and wait for approval

Welcome to University of Texas Health at San Antonio (UTHSCSA) cores!

Some content in this message has been blocked because the sender isn't in your Safe senders list. [Trust content from welcome@labsolutions.com](#) | [Show blocked content](#)

welcome@labsolutions.com
To

You don't often get email from welcome@labsolutions.com. [Learn why this is important](#)

EXTERNAL EMAIL

Welcome to iLab at University of Texas Health at San Antonio (UTHSCSA).

University of Texas Health at San Antonio (UTHSCSA) is excited to launch a web-based tool to help manage central resources at the institute. We will be rolling out the software in several phases. You have completed the first step to accessing the current wave of cores. Your PI has been notified to accept your lab membership request.

Getting started with iLab

1. Click here to see the cores available to you: [ag@iLab.com](#)
2. Login using your University of Texas Health at San Antonio (UTHSCSA) username and password. (IMPORTANT: On initial login, set your account time zone, click 'update time zone')
3. Select a core from the list of cores at University of Texas Health at San Antonio (UTHSCSA)
4. Once on the core's page, click the 'about' tab to learn more about the available services.
5. To request services from the core, click the 'request services' tab.
6. To schedule equipment, click on the 'schedule' tab (tabs may be named differently for some cores).

For detailed instructions, click on 'HELP' at the upper right of the iLab application to submit a support ticket or access online help articles.

If you have any questions, concerns, comments or suggestions, please use the 'leave feedback' link in the upper right hand corner once you are logged in. Alternatively, you can email us at lab-support@agilent.com.

Best wishes, The iLab - University of Texas Health at San Antonio (UTHSCSA) Team

CAUTION: This message originated outside of UT Health San Antonio. Please exercise caution when clicking on links or opening attachments.

[Reply](#) [Forward](#)

SOP-01 User Guide Revision: 1.0	Sign up for iLab	Page 4
Effective date: June 13, 2023		

9. Once an **Institute admin** processes your register, you will be able to log in and access to the group


Registration requests received after 4:30pm will be approved next business day. If it is urgent, please contact vpr-it@uthscsa.edu.

Register as a P.I to a new(non-existing) Group


1. Click this link
[iLab P.I. sign-up](#)
2. Select UTHSCSA on drop-down list

Register for iLab

Which institution or core facility would you like to use?



- University of Texas Health at San Antonio (UTHSCSA)**
- Bioanalytics and Single-Cell Core
- Biospecimen and Translational Genomics Core
- Clinical Research Core
- Flow Cytometry Core Facility
- Mass Spectrometry Core Lab
- Optical Imaging Facility
- Research Imaging Institute
- Rodent Genome Engineering Core
- Structural Biology Core




3. Fill out your UTHSCSA email address, and if you agree to the policy, click Continue

Start **Personal Information** Group Associations Billing Information

You are requesting access to the
University of Texas Health at San Antonio (UTHSCSA)'s service centers.

* Please enter your institution email address

I'm not a robot  reCAPTCHA
Privacy - Terms

I agree with iLab's [privacy](#) and [security](#) policies

Cancel **Continue**

Agilent and the institutions who use Agilent's CrossLab products ('the services') collect personal data from you in order to create a user account and to register you as an authorized user of the services provided by Agilent and the institutions.
To create an account, you must provide your name and email address(es), as well as billing address if required.
We will also collect and store details of your usage by collecting log files.
Agilent collects this personal data for the legitimate purpose of enabling the institutions to provide you with the services and will share your data with the institutions you access.
For further details on how we treat your personal data and how you can exercise your data subject rights please view our [privacy policy](#).

4. Complete the form by filling out the first and last name fields with your information.

In the 'I am affiliated with the following institution', type UTHSCSA. Select, *UTHSCSA (Create*

New) for your new group

Start Personal Information Group Associations Billing Information

You are requesting access to the University of Texas Health at San Antonio (UTHSCSA)'s service centers.

* First Name

* Last Name

Phone Number

* I am affiliated with the following institution

Please type the name of your institution

- UTHSCSA (create new)**
- University of Texas Health at San Antonio (UTHSCSA)
- Others
 - UTHSCSA - Prepayment (Internal)
 - UTHSCSA External

Continue

5. Select Principal Investigator as your role

Start Personal Information Group Associations Billing Information

You are requesting access to the
University of Texas Health at San Antonio (UTHSCSA)'s service centers.

* First Name

* Last Name

Phone Number

* I am affiliated with the following institution
UTHSCSA (create new) ▼

* What is your primary role at the above?
Principal Investigator ▼

Cancel Back Continue

6. Verify your first, last name, email address.

7. Set your group name as [Lastname, Firstname (UTHSCSA) Lab] form]

Start > Personal Information > **Group Associations** > Billing Information

You are requesting access to the University of Texas Health at San Antonio (UTHSCSA)'s service centers.

You have chosen to create a new institution and thus no existing groups are available. If you think your group and your institution are already registered, please return to the Personal Information step and search for your institution.

* What lab or research group are you associated with?
Create New Group...
Hint: You can also search using your PI or Manager Name

* PI's First Name
Mina

* PI's Last Name
McGonigal

* PI's Email Address
mcgonigal@uthscsa.edu

PI's Phone Number

* Is there another person in your lab who helps manage lab memberships, fund assignments and spending approval?
No

* Your Group's Name
McGonigal, Mina (UTHSCSA) Lab

Cancel Back Continue

8. Complete billing information
9. Complete registration
10. Check your email for iLab registration
11. Using this link, log in to iLab: [UTHSCSA Core facilities](#)

SOP-01 User Guide Revision: 1.0	Sign up for iLab	Page 9
Effective date: June 13, 2023		