Instructions for accessing BTRF services through iLab Solutions

The Biorepository and Tissue Research Facility (BTRF) is now using iLab, a web-based system, for scheduling, ordering and tracking of core service requests. We invite all facility users to use the system which requires a one-time registration. Once you are registered, the system will enable you to schedule instrument use, submit service requests, provide quote approvals, and monitor progress. Please follow the instructions below to complete the one-time registration process and get started working with the BTRF lab.

iLab Registration Process

1. Click here to login and register: https://uva.corefacilities.org ,
2. Login using your computer ID and eservices password
   Note :. If you do not know your e-services password, you can call the ITS helpdesk at 4-4357 or manage it yourself here:
   https://whois.virginia.edu/password/
3. Upon successful authentication, you will redirect into the ilab system and a registration page will open. It will pre-fill your first name , last name and phone number.   Please complete any fields that have not been pre-filled.
    Note : In the lab drop down menu, please search for the last name of the Principal Investigator (PI) as the designation of your lab. For users unassociated with a research lab (resident physicians, etc.) your Department may have designated you PI status of your own account. If you do not see your or your PI's name, please send email to support@ilabsolutions.com with your Name and PI Name (or Department). iLab will work with you to create your account.
4. Once you click *register,* your PI will be notified to approve your account request as well as assign you at least one PTAEO. PI , please see *Approving requests and assigning PTAEO* below.
5. Upon PI approval, you will be able to access and request services from UVA core labs.

Approving requests and assigning PTAEO
(For PI or lab/fiscal managers).

1. As a PI or Business Director you will receive an iLab notification email when a lab member is requesting access to your lab.
2. Login to iLab, https://uva.corefacilities.org. You will land on your homepage. At the top of your homepage you will see an "alert" letting you know members have requested access to your lab.
3. Click the link in the "alert" or click *My Labs.*
4. Click on the "*Membership Requests and PTAEO's*" tab.
5. Once you've accepted the member, the *Manage PTAEO* will expand.
6. You can then assign the correct PTAEO to the members of your lab by selecting a check box.

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Accessing University of Virginia Core Facilities.

After you have registered and your account is approved with PTAEO assigned, you can access UVA Cores that are live in the iLab system by doing the following:
1. Log into iLab, https://uva.corefacilities.org with your UVA username and password.
2. Click on the *list all cores* link on the left side of the iLab page, then Select the Biorepository and Tissue Research Facility (BTRF) . You will be on the BTRF lab's site.

Scheduling equipment usage and training

You can request a service by doing the following:
1. Click on the *schedule equipment* tab.
2. There will be a list of available equipment, you can initiate a reservation on the calendar by clicking and dragging on the day and time of the intended usage.
Note: For training request, please go to "*request services* tab as described below.

Requesting services

1. **Request Consultation and equipment training**
   Please click on the *Request Services* tab at the middle of the page, then click *consultation and equipment training request then click "request service" button* and work through the request.   Your request will be pending review by the core. The BTRF staff will contact you by email regarding the consultation or set up time for the training.

2. **Request for project**
   Please click on the *Request Services* tab and click on then click on *request for Project* tab, then *" Request service"* button next to it*.*
   You will be asked to complete a form and upload into request, then click *submit request to core*. Your request will be pending review by the core. The BTRF will contact you by email to initiate the request.