

## University of Virginia Core Facility User Instructions

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## University of Virginia Core Facility User Instructions

# Registration Process

In order to register with iLab, please do the following:

1. Go to <https://uva.corefacilities.org>, and log in using your official University of Virginia Username and password.

You are about to enter the private network of iLab Solutions, LLC. Unauthorized entry and/or use of this system may subject you to both civil and criminal liability under applicable state and/or federal laws and regulation.

**iLab Solutions**

**Internal UVA user**  
Click [here](#) to login or register using your institute login and password.

**Not a UVA user? :**  
Login using iLab credentials

If you don't have an account, please [register](#) for an iLab account.

Please email [support@ilabsolutions.com](mailto:support@ilabsolutions.com) if you are experiencing problems with your username and password.

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2. Enter your computer ID and eservices password

**Please Use your network credentials**

Enter your computer ID and e-services password

Network id:

Password:

[Login using iLab credentials.](#)

Sign in / Sign up

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3. A registration page will open. It will pre-fill your first name, last name and phone number. Complete any fields that have not been pre-filled.

**iLab Registration** New account I have an account

Hello!  
Welcome to iLab! Please choose your lab or PI name to get started!

lab:  Select your PI's name in the drop down list.

First Name:

Last Name:

Email:

(You do not have an official email address on record in the Hopkins system, please enter one here where you would like your iLab notifications to be sent. You can change this email address in the future by clicking on 'my profile' at the top of the screen, the next time you login.)

Phone number:

PI's phone number:

Note:  
Please note that any information entered on this page **ONLY** changes information for the iLab service and you need to go to <http://my.johnshopkins.edu> to change any information about your profile in the Hopkins system.

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- a. \*Note: In the *lab* drop down menu, please search for your PI's last name and **choose your PI as the lab**.
  - b. If you do not see your PI's name in the *lab* drop down menu send an email to [support@ilabsolutions.com](mailto:support@ilabsolutions.com) with your **Name** and **PI Name**. We will contact UVA administration directly to verify this and 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 PTAE0.
    - a. Until your PI approves your account request you will see this message upon iLab login (PI's please see **Approving Requests & Assigning PTAE0's**)

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### Hello Sriram Gollapalli,

Your account activation is currently pending the approval of your membership to the following lab:

- Abraham, John (JHMI) Lab

We have notified the institutional administrators of your request, and they will be reminded each business day if they have not approved your account. You can send an immediate reminder by clicking the 'Send Reminder' button below.

[Send Reminder to the Designated Approver](#)

If your request is urgent, please click on the button below and we will do our best to follow up with the appropriate individuals to verify your account.

[Request Assistance](#)

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5. Upon PI approval, you will be able to access and request services from UVA cores. (See 'Accessing University of Virginia Cores' instructions on the following page.)

## Accessing University of Virginia Cores

After you have registered and your account is approved with PTAE0's 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.
3. Select the core from which you want to order services.

\*Note: You will only see a list of UVA cores that are live in the iLab system. (See 'Requesting a Service' instructions on the following page.)

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## Core Facilities at Johns Hopkins Medical Institutes

Core Name	Primary Contact	Email	Phone Number/Ext
Cell Imaging Facility	Lillian Dasko-Vincent	ldaskov1@jhmi.edu	410-614-4114
Flow Cytometry Core	Ada Tam	atam4@jhmi.edu	410-955-8029
Microarray Core	Wayne Yu	wyu8@jhmi.edu	410-502-7970
Next Generation Sequencing Core	Jennifer Meyers	nextgenseq@jhmi.edu	410-955-8797

Click a core name to enter that core's iLab

## Requesting A Service

Once you have selected a core, you can request a service by doing the following:

1. Click on the *Request Services* tab.
2. On the Request Services page, there will be a list of available request submissions. Click on *request service* button to the right of the service you would like to request.
3. A submission form will open.
4. Complete the the submission form. Be sure to fill in all required fields marked by red stars.
5. Save the completed form.
6. Select the correct PTAE0 (If a there are no funds to choose from, please ask your PI to assign you a cost object in iLab.)
7. Select *Submit Request to Core* button at the bottom of the page.
8. You will receive emails from iLab if actions are required for your request to be processed. Please follow the instructions in the emails and contact the core or [support@ilabsolutions.com](mailto:support@ilabsolutions.com) if you have any questions.

For more detailed instructions on ordering services or scheduling equipment please see our [Customer Help Manual](#).

([https://docs.google.com/Doc?docid=0AfZJJ9sa6cNoZGR2c3RwdHNfMjZmc2ZxNjIndw&hl=en\\_US&authkey=CKvZ9NMJ](https://docs.google.com/Doc?docid=0AfZJJ9sa6cNoZGR2c3RwdHNfMjZmc2ZxNjIndw&hl=en_US&authkey=CKvZ9NMJ))

## University of Virginia Core Facility User Instructions

# Approving Accounts & Assigning PTAEO's

PI's (and/or their lab manager(s)) will need to approve lab members and assign at least one PTAEO per member. If the lab member is not approved and assigned a PTAEO that member will not be able to request services or reserve time on instruments.

Bookmark: <https://uva.corefacilities.org> to login to iLab.

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.

Date	Name	Email	Actions
Feb 05 '13	Joetta Will	jwill_99763@test.ilabx.com	Accept Reject

5. Once you've accepted the member the **Manage PTAEO's** will expand. Here assign the correct *PTAEO* to the members of your lab by selecting a *check box(s)*

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### Alfaro, Alexis (DWSU) Lab

1 Membership Requests & Index Numbers

Members (2) Budgets Bulletin board (2) Group Settings

#### Membership Requests

⚠ An Access Request requires approval

Date	Name	Email	Actions
Feb 05 '13	Joetta Will	jwill_99763@test.ilabx.com	<input type="checkbox"/> Accept <input type="checkbox"/> Reject

#### Manage Index Numbers

Alexis Alfaro	<input type="checkbox"/>
Brandon Padron	<input type="checkbox"/>

▶ [Request access to additional Index Numbers](#)