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Registration Process

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

1. Go to [https://uva.corefacilities.org](https://uva.corefacilities.org), and log in using your official University of Virginia Username and password.

2. Enter your computer ID and eservices password
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 Form]

   *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 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 PTAEO.

   a. Until your PI approves your account request you will see this message upon iLab login (PI’s please see Approving Requests & Assigning PTAEO's)
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 PTAEO'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.)
University of Virginia Core Facility User Instructions

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 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=0AtZJ9sa6cNoZGR2c3RwdHFmJZmc2ZxNjndw&hl=en_US&authkey=CKvZ9NMJ)
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](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](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’s will expand. Here assign the correct PTAEO to the members of your lab by selecting a check box(s)
# University of Virginia Core Facility User Instructions

## Alfaro, Alexis (DWSU) Lab

### Membership Requests

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Email</th>
<th>Actions</th>
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<tr>
<td>Feb 05 '13</td>
<td>Joetta Will</td>
<td><a href="mailto:jwill_09703@dom.hlbw.com">jwill_09703@dom.hlbw.com</a></td>
<td><img src="true" alt="Accept" /> <img src="false" alt="Reject" /></td>
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### Manage Index Numbers

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Alexis Alfaro</td>
</tr>
<tr>
<td>Brandon Padron</td>
</tr>
</tbody>
</table>

- Request access to additional Index Numbers