

The Dean's Office for Research And

The Office of Research Core Administration

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Registering for Flow Cytometry Core Access

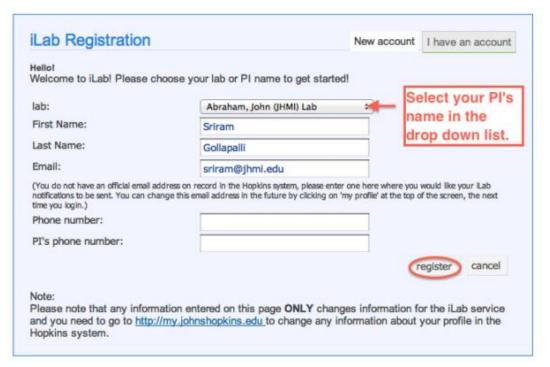
Go to https://uva.corefacilities.org and select to log in using the Internal UVA user link. If you already have an iLab account please go to step #6.



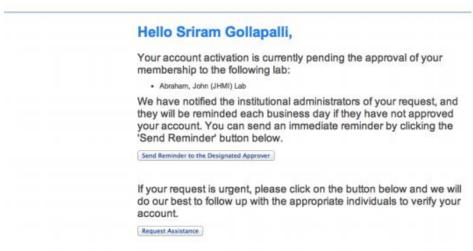
2. Enter your computing ID and eservices password.



- 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.
 - a. *Note: in the *lab* drop down menu, please search for your Pl's last name and **choose your Pl 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**. iLab will contact UVA administration directly to verify this and create your account.

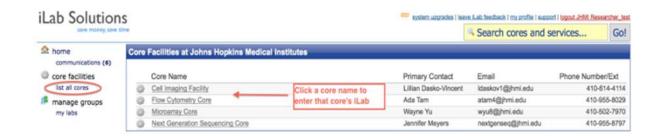


- 4. Once you select register, your PI will be notified to approve your account request as well as assign you to at least one PTAEO.
 - a. Until your PI approves your account request you will see this message upon iLab login.

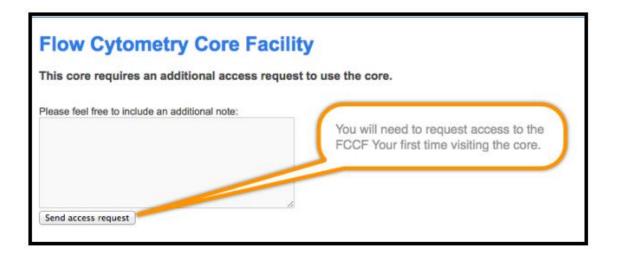


- 5. Upon PI approval, you will be sent an email from iLab and be able to access and request services from UVA cores.
- 6. After you have registered and your account has been approved with a PTAEO assigned, you can access the UVA Cores.

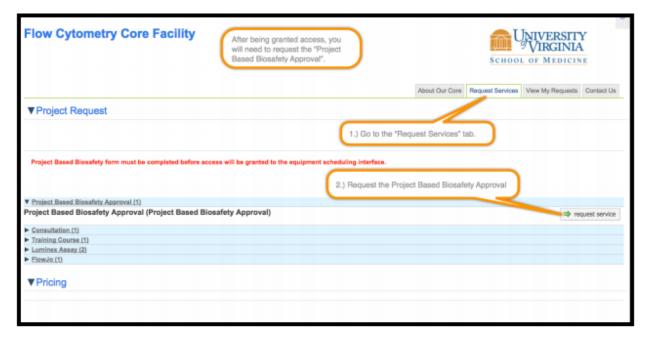
- a. Log into iLab, https://uva.corefacilities.org, with your UVA computing ID and eservices password.
- b. Click on the list all cores link on the left side of the iLab page.
- c. Select the Flow Cytometry Core.



d. You will need to request access to the Flow Cytometry Core.



- 7. Upon receipt, the Flow Cytometry Core will send an email requesting you to submit a Project Based Biosafety Questionnaire. You will not be able to schedule or submit service requests until this form has been approved. The following are required on the Biosafety Questionnaire:
 - a. IBC Approval Number and Date
 - b. Pl's Signature



8. Upon approval of the Project Based Biosafety Questionnaire, you will receive an email from the Core stating that you have been given access to the Flow Cytometry Core scheduling calendars.