The University of Tennessee Health Science Center
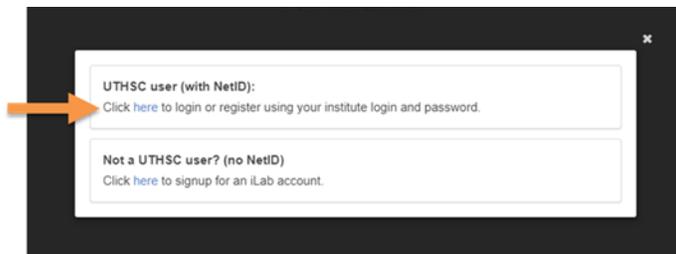
User Registration Manual

Registration Process for Internal Users
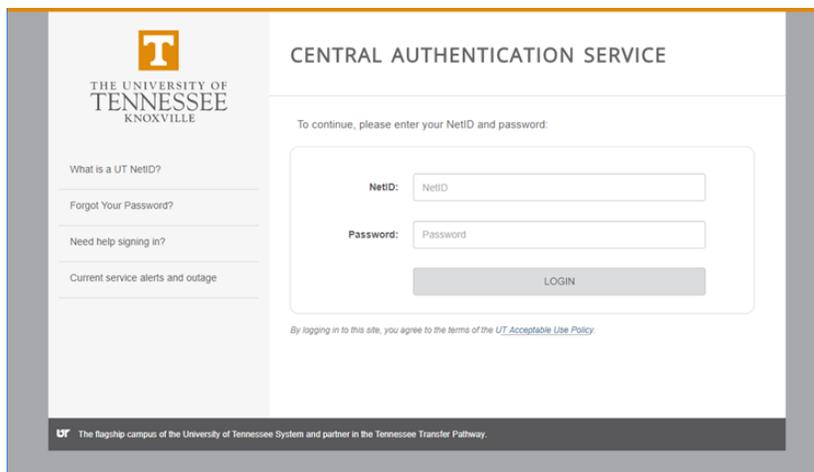
1. Navigate to the following URL into your browser:
    https://uthsc.ilab.agilent.com/account/login
2. Bookmark this URL for future use.
3. New iLab users should click on the "sign-up" link & existing users on the "login" link.

4. On the iLab login page, choose the 'UTHSC user (with NetID):" link

5. At the UTHSC authenticaion page, login with your UTHSC credentials

a) If this is your first time logging in, once you authenticate you will be directed to a registration page.

   i. First select the appropriate **PI** from the drop down menu.

iLab Account Registration

Hello Steve Wills,

Welcome to iLab! Please choose your PI or group to get started!

PI/Group: ★ | Please select your lab/PI ... |
First Name: ★
Last Name: ★
Email: ★ | i
Phone number: ★

register   cancel

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   ii. Your first name, last name, and email address will be pre-filled. Complete any remaining fields that have not been pre-filled, such as phone number.

   iii. Click **'Register.'** The next page you see will be the "Greeting Page."

   iv. At this point the PI you selected has been sent an email informing them that they need to approve your account.

Hello Steve Wills,

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

   • Jabronski, Monica (UTHSC) 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

Back to Login Page

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> **v.** The PI is reminded each business day but you have the opportunity to send an additional reminder.
>
> **vi.** Once your account has been approved you will receive an email to notify you**.**

7. Now you can login and utilize the core facilities within iLab

8. Once logged in you will be on the iLab homepage dashboard. Make sure to set your time zone!