

The University of Tennessee Health Science Center

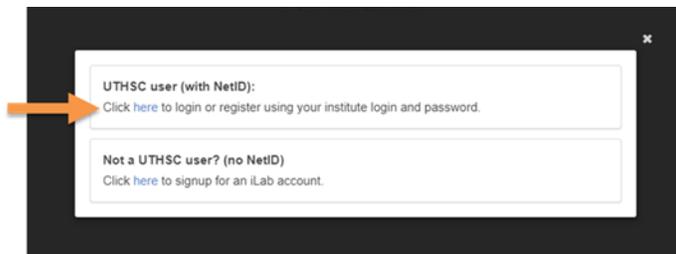
User Registration Manual

Registration Process for Internal Users

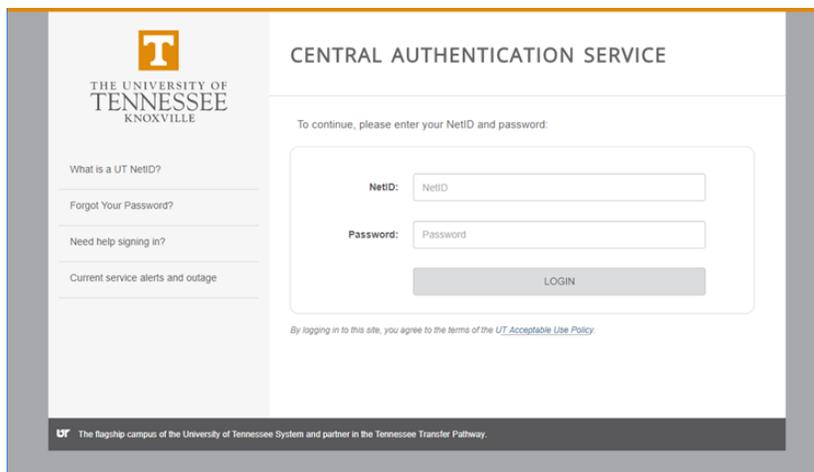
1. Navigate to the following URL into your browser:
<https://uthsc.ilab.agilent.com/account/login>
2. Bookmark this URL for future use.
3. New iLab users should click on the "sign-up" link & existing users on the "login" link.



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



5. At the UTHSC authentication 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.

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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!

The screenshot shows the iLab homepage dashboard. On the left, there is a navigation menu with the following items: home, communications (0), core facilities (list all cores), manage groups (my labs, people search). The main content area is titled 'Getting started' and contains the following text:

Welcome to iLab!

Thank you for registering for an iLab account. Please use the information below to help you get started. Feel free to contact lab-support@agilent.com with any questions.

Best wishes,
The iLab team

Getting started

1. Click on the [core facilities](#) link in the left hand menu
2. Select a core from the list of cores
3. On the core's page, click the 'about our core' tab to learn more about the available services
4. To request services, click the 'request services' tab
5. For cores with equipment, click on the 'schedule equipment' tab

Click on 'HELP' at the upper right of the iLab application to submit a support ticket or access online help articles

At the top right of the page, there is a search bar with the text 'Search cores and services...' and a 'Go!' button. The footer of the page contains the text '© Agilent Technologies, Inc. 2017'.