

## **iLAB New User Instructions**

iLab is a web-based service request, instrument scheduling, and billing software system that researchers and Shared Resources staff use to:

- Request services
- Reserve equipment
- Process billing and invoicing
- Track usage

### **To Register for an Account:**

To get started, you must register for an account:

1. Navigate to the core page:
  - a. [https://fhcrc.corefacilities.org/service\\_center/show\\_external/5922](https://fhcrc.corefacilities.org/service_center/show_external/5922)
2. In the upper-right-hand corner click 'Register' and a dropdown pop-up window should appear. Click the 'Register using FHCC credentials' options.
3. You will be directed to an authentication page where you will need to **login using your FHCC credentials**.
4. Once you have entered your credentials, click the 'Login' button
5. You will be directed to an iLab Registration page where you will need to select your PI/Lab and verify your contact information.
6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab in iLab. They will need to approve your membership and assign any Funds for your use.

### **To Create a Service Request:**

Once you have been accepted into your PI's lab and assigned a Project, you can submit requests.

1. Navigate to the core page:
  - a. [https://fhcrc.corefacilities.org/service\\_center/show\\_external/5922](https://fhcrc.corefacilities.org/service_center/show_external/5922)
2. In the upper-right-hand corner click 'Sign In' A pop-up window should appear displaying, 'Sign in using FHCC credentials.' Click the FHCC link.
3. Enter your FHCC Credentials and password, and sign in.
4. Select the *Request Services* tab and click on the 'Request Service' button next to the service of interest.
5. You will be asked to complete a form and provide payment information for your request before submitting the request to the core.
6. Your request will be pending review by the core. The core will add charges and submit it back to you for approval. Make sure to watch for an email from iLab regarding your updated project.

### **To Create a Reservation:**

Once you have been accepted into your PI's lab and assigned a Project, you can schedule equipment time.

1. Navigate to the core page:
  - a. [https://fhcrc.corefacilities.org/service\\_center/show\\_external/5922](https://fhcrc.corefacilities.org/service_center/show_external/5922)
2. In the upper-right-hand corner click 'Sign In' A pop-up window should appear displaying, 'Sign in using FHCC credentials.' Click the FHCC link.
3. Enter your FHCC Credentials and password, and sign in.

4. Select the *Schedule Equipment* tab and click on the 'View Schedule' button next to the instrument of interest. Click and drag on the time frame you would like to schedule your reservation for.
5. A window will pop up that will allow you to verify your reservations details and provide payment information before saving the reservation.

Several kiosks or the computer station in the vivarium, will allow you to log on and off iLab, and will record usage of imaging equipment. Imaging equipment will not be usable until your iLab reservation is logged on. Please remember to log off when finished.

Please reach out to [preclinicalimaging@fredhutch.org](mailto:preclinicalimaging@fredhutch.org) with imaging equipment related iLab questions

Please reach out to [cm@fredhutch.org](mailto:cm@fredhutch.org) with procedure and housing room related iLab questions.

Please contact [srilab@fredhutch.org](mailto:srilab@fredhutch.org) with any questions or inquiries regarding iLab billing, as well as visit the [Centernet iLab page](#) for quick reference guides.