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Registration Process

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

1. Go to https://waynestate.corefacilities.org/, and log in using your official Wayne State ID log in and password. **If you are a Principal Investigator (PI) you may already have an account and can contact support@ilabsolutions.com for additional information.**

2. A registration page will open. You will need to completely fill in the information in the fields on the registration page.  
   *Note: In the “lab” drop down menu, please search for your PI’s last name and choose your PI as the lab. If you do not see your PI’s name in the “lab” drop down menu, please send an email to support@ilabsolutions.com with your **PI name.** We will contact Wayne State administration directly to verify this then create your account.

3. Once you click ‘register’, your PI will be notified to approve your account request as well as assign you at least one Index Number.

4. Upon PI approval, you will be able to access and request services from Wayne State cores using iLab. (See ‘Accessing Wayne State Cores’ instructions on the following page.)

![Wayne Institute Registration Page](image_url)

Figure 1. Wayne State registration page for iLab Accounts.
Accessing Wayne State Cores

After you have registered and your account is approved with Index Numbers assigned, you will be able to access all live Wayne State cores in the iLab system by doing the following:

1. Log into iLab by going to https://waynestate.corefacilities.org/ with your Wayne State log in and password.
2. Click on the list all cores link on the left-hand side.
3. Select the core from which you want to order services.

*Note: You will see a list of Wayne State cores that are live in the iLab system at the top of the page under the blue bar. The cores under the green bar are cores from other institutions. Any cores part of the DRICTR program will be labeled DRICTR under the institution column.

![Figure 2](image_url)

*Figure 2. Click on list all cores to view a list of all cores live in the iLab System.*
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 as seen in Figure 3 (next page).
4. Complete the submission form. Be sure to fill in all required fields marked by red stars.
5. Save the completed form.
6. Select the correct Index Number (If you do not have access to the correct Index Number, please ask your PI to assign that Index Number 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.
Figure 3. You can make a request to a core from their site.
Reserving Time on Equipment

Some cores have calendars that you can make reservations on for equipment or for other resources. If a core has calendars, you will see a Schedule Equipment tab on the core page. Listed on the Scheduling tab will be the name of equipment or resources with which you can reserve time.

![Schedule Equipment/Resources](image)

*Figure 4.* Under the schedule equipment tab is a list of equipment or resources you can reserve.

Click on the name of the resource and then click and drag on the day and time that you want to reserve. A screen will pop up with required information for you to review. You may also choose the Index Number you want to use for the usage on the window. **Make sure you save the reservation before navigating away from the page.**

For more detailed instructions on ordering services or scheduling equipment please see our [Customer Help Manual](#).