

# Table of Contents

(Click on the section title to navigate to the section of interest.)

- Registration Process..... 2
- Principal Investigators Assigning PR Numbers ..... 3
- Principal Investigators Approving Charges ..... 4
- Accessing UNMCC Cores..... 5
- Requesting Services..... 5
- Reserving Time on Equipment ..... 5

[Return to Table of Contents](#)

## UNM Core Facilities User Instructions

## Registration Process

All users must have an account with iLab to access the UNMCC shared resource facilities. In order to create an account with iLab, please follow the instructions below:

### Create an iLab Account

To create an iLab account, go this link

[https://unmcc.corefacilities.org/account/signup/133?sc\\_id=3043](https://unmcc.corefacilities.org/account/signup/133?sc_id=3043)

Fill in all the fields and submit your account request to iLab. Your account will be reviewed. Once your lab has been verified, you will receive an email with a link to set your password.

<p><b>Your name:</b> <input type="text"/></p> <p><b>Your email address:</b> <input type="text"/></p> <p><b>Your phone number:</b> <input type="text"/></p> <p><b>Your lab's name:</b> <input type="text"/></p> <p><b>Your PI's name:</b> <input type="text"/></p> <p><b>Your PI's email address:</b> <input type="text"/></p> <p><b>Financial Admin's name:</b> <small>(The person who can help supply accurate payment information)</small> <input type="text"/></p> <p><b>Financial Admin's email address:</b> <input type="text"/></p> <p><b>Financial Admin's Telephone:</b> <input type="text"/></p> <p><b>Your Institution's or Company's name:</b> <small>Select 'Other' at the bottom of the pulldown, if your institution is not listed.</small> <input type="text"/></p>	<p><b>REGISTRATION ASSISTANCE:</b> To create an iLab Account, please follow the directions below. All fields must be filled out.</p> <p>"Your Name" - Type in your full name.          "Your email address" - Type in your institution or company email address.          "Your phone number" - Type in your contact phone number.          "Your lab's name" - Type in your Principle Investigator's last name.          "Your PI's Name" - Type in your Principle Investigator's full name. If you are the PI, please put your name in this field.          "Your PI's email" - Type in your Principle Investigator's institution or company email address. If you are the PI, put your email in this field.          "Your Financial Admin's name" - Type in your Financial Admin's full name. <i>The Financial Admin is the lab manager of your lab, or the person in your department who handles billing.</i> If you are the Financial Admin, please put your information in.          "Your Financial Admin's email address" - Type in the Financial Admin's institution or company email address. If you are the Financial Admin, put your email address in.          "Financial Admin's phone number" - Type in your Financial Admin's contact phone number.          "Your Institution or Company" - Select your institution or company from the dropdown menu. If your institution or company is not listed, go to the bottom of the list and select <i>other</i>. Type in the correct institution or company name.</p> <p>Upon submission of your account request, the iLab team will verify and process your account, then send you an email with login information.</p> <p>Please email <a href="mailto:support@ilabsolutions.com">support@ilabsolutions.com</a> if you are having any difficulty submitting this registration form.</p>
--	---

You may also create an account from the Shared Resources external page by going to the facility page and clicking on the *sign up* link at the top right of the page.

	<p>login: <input type="text"/> password: <input type="password"/> <input type="button" value="login"/></p> <p>For pricing either log in or <a href="#">sign up</a> An iLab account is free!</p>
<h3>Keck-UNM Genomics Resource (KUGR)</h3>	

Once you receive your password, you may log into iLab to request a service. All University of New Mexico users MUST have a PR assigned to them in iLab prior to making requests to the shared resource facilities. The PI or lab manager has the ability to assign PR numbers to lab members. See information below.

### Logging into iLab

Once you have your iLab password, you may log into iLab by going to this link:

<https://unmcc.corefacilities.org/>

[Return to Table of Contents](#)

## UNM Core Facilities User Instructions

When you log in, you will land on your home page. Click on the *list all cores* link to find the UNMCC shared resources list. Click on the name of the facility you would like to access.

Core Name	Primary Contact	Email	Phone Number/Ext	Admin
Fluorescence Microscopy (UNMCC)	Becky Lee	rie@salud.unm.edu	505-272-1437	
Human Tissue Repository	Karen Capobianco, BA	kcapobianco@salud.unm.edu	505.272.1127	
Keck-UNM Genomics Resource (KUGR)	Jamie Padilla, BS	jpadilla@salud.unm.edu	(505) 272-5564	

## Principal Investigators Assigning PR Numbers

PIs or their lab managers (or lab financial manager) need to assign researchers in their lab a PR number prior to the researchers requesting services from the core. The PI or lab manager must log into iLab then click on the *my labs* link on the left panel. The lab name should be clicked to open the lab page.

©2006 – 2012 iLab Solutions, LLC.

The lab page opens to the *Manage PR Numbers* section. You have a list at the top of all the PR numbers uploaded to your lab in iLab. On the left is a list of researchers assigned to your lab. Assign a PR number to your researchers by clicking the check box to the right of the researcher's name. Then press the *Save* button at the bottom left. Members of the lab are now able to request services from the shared resource facilities.

## UNM Core Facilities User Instructions

The screenshot shows the user interface for Scott Ness, Scott (UNMCC) Lab, administrator. The 'Manage PR Numbers' section is highlighted in red and contains a table with the following data:

	428917 (KUGR) - 564347-3150
Scott Ness	<input checked="" type="checkbox"/>
Aaron Neumann	<input type="checkbox"/>

Below the table are 'save' and 'cancel' buttons. Other sections visible include 'Access Requests', 'Core Budgets and Contact Settings', 'Bulletin board (1)', and 'Members (2)'.

## Principal Investigators Approving Charges

Under the *Manage PR Numbers* section is the *Core Budgets and Contact Settings* link. Open that link to set the dollar amount the PI or lab manager would like to approve for each service. For example, if a service is quoted above \$500, the PI or lab manager can set the approval rate to \$500 to require that all services above that amount will be approved by them before work on the service begins.

The screenshot shows the 'Core Budgets and Contact Settings' page. The 'Auto Pre-Approval Amount' field is circled in red and contains the value '500'. Other fields include 'Cost overage buffer' (100) and 'Core Financial Contacts' (checked: Scott Ness). A 'Save Settings' button is visible. Below is a table for 'My Lab's Core Budgets' with columns: Total \$ Allowed, Start Date, Total Spent Since Start Date, and Total Remaining. An 'Add a budget' button is at the bottom right.

When a service request exceeds the pre-approval cost, the service request requires PI or lab manager approval, and an email is sent out from iLab requesting them to approve the service request. The PI or lab manager logs into iLab, and lands on their home page. The request needing approval should be on the home page, but it also can be found by clicking the *view requests* link on the left panel. The first tab shows the requests that require PI or lab manager approval. Press the *Approve* button.

## UNM Core Facilities User Instructions

Once the request is approved by the PI or lab manager, the staff of the shared resources facility may begin the work. The PI will not be asked to approve the service request again. An email may be sent out to notify the PI or lab manager if the cost exceeds the quoted price, but no approval is required.

## Accessing UNMCC Shared Resource Facilities

Once the researcher has iLab credentials and is assigned a PR number, they log into iLab and click on the *list all cores* on the left panel. Then they may click on the name of the facility they wish to access.

## Requesting Services

To locate a core to make a request to, the researcher may click on the core link. Once in that core site, the researcher may click on the Request Services tab to see all the services the core offers and request a service.

For more information please [click here](#).

## Reserving Time on Equipment

To reserve time on a calendar, the researcher may click on the *Schedule Equipment* tab in the core site. A list of all the available equipment appears. The researcher may click on the *view schedule* button to see the calendar and reserve usage time.

For more information please [click here](#).