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iLab Solutions
Save money. Save time. Accelerate research.

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

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.

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.

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/

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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.

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.

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 researhers 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.

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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.

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.

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.

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