STEP 1.1 – GO TO HTTP://MYDATA.RRC.UIC.EDU/MYDATA/REGISTER/REGISTER.CGI

Please select the type of user account that best matches your current role:

<table>
<thead>
<tr>
<th>Authorized User</th>
<th>Primary Account Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Principal investigator</td>
</tr>
<tr>
<td>Research Assistant</td>
<td>Business manager</td>
</tr>
<tr>
<td>Teaching Assistant</td>
<td>Project manager/coordinate who is managing account numbers</td>
</tr>
<tr>
<td></td>
<td>and invoices for a principal investigator.</td>
</tr>
</tbody>
</table>

If your current role is not listed above, please select Authorized User. Your account can easily be updated as needed without registering again.

I would like to register as a

- select one -
  - select one -
    - Authorized User
    - Primary Account Holder

To create an RRC account you must be a Primary Account Holder. Please choose Primary Account Holder option and click Next.
Step 1.2 – Register your email.

Your e-mail address will be used as your login name for accessing our Web services and most of our other computing resources.

If you have already registered with us before, you do not need to re-register. For help with your account, please see our Account FAQ.

Please enter your e-mail address using only lowercase characters.

E-mail: 
E-mail (confirm): 

Enter your email that will be used for any communication relating the RRC account or services.

Next
Step 1.3 – Enter your personal information.

For UIC, UIUC, or UIS campus mailing addresses, please include the 3-digit mail code whenever possible (for more information, visit the UIC University Mail Service (UMS) Web site).

E-mail: [Redacted]
First Name: 
Middle Name/Initial: Optional, but recommended in order to avoid potential problems with another user with a similar name.
Last Name: 
Organization / Company: 
Unit / Department: 
Address Line 1: Street address, P.O. box, apt/suite/unit:
Address Line 2: c/o, room, floor, building, etc.
Mail Code: 
City: 
State / Province: 
ZIP / Postal Code: (USPS ZIP Code Lookup)
Step 2 - Logging in with a temporary password from the email that you just received.
Welcome Vaiva,

Because this is the first time you have used this account, the temporary password that was created for you should be changed to something easier to remember.

Rather than require short, complex passwords with a mix of letters, numbers and special characters that may be difficult to remember, we only have a few simple guidelines:

- Passwords are case-sensitive
- 8 characters or more in length (max. 60)
- At least 3 unique characters
- Not your first, middle or last name
- Not your login and/or e-mail address

**Password tips:**

- Longer, simple phrases or sentences are often easier to remember than short, complex passwords. Think of a favorite book title, quote, proverb, etc. Try to pick something that only you, or someone very close to you, would know about.
- For extra security, don’t use the same password for other accounts (e.g. e-mail, bank, shopping).

Please enter your new password below (shown in clear text to make it easier to verify).

New password: ____________________________

Save
Step 4 – Accessing the “Account Number Tool (ATN)"

Thank you, the user registration portion is now complete.

A confirmation e-mail has been sent to you for future reference.

The temporary password that was already generated for you has been set as your current password. You will be prompted to set a new password the first time you log in.

Please note that your account currently does not have any RRC Account Numbers. Before you can request services, you must use our Account Number Tool (ANT) to add at least one valid account number.

Please note:

- Monthly invoices can be viewed and downloaded from our Department Electronic Voucher Retrieval (DEIVER) system.
- User results can be downloaded from our MyData Server (web-based file server).
- You can update your account profile at any time using our My Account tool.

If you encounter any problems with your account, please e-mail us at rctech@uic.edu and include:

- A detailed description of the problem.
- The operating system (i.e. Microsoft Windows, Mac OS, Linux).
- The name and version of your web browser.
Welcome Vaiva,

You are now logged on to the RRC's Account Number Tool (ANT).

If you are a first time user, we recommend that you visit our help pages where you’ll find a Quick-Start Guide and FAQ to help you get started.

If you want to **DELETE** RRC account number, please send an email to rctech@uic.edu.
Step 6 - Setting up a new RRC account number

After you choose to create a new account, this page opens up. You can either type in an RRC account (Two capital letters followed by 4 numbers. NO SPACES) or ask the system to generate one. Then you would be asked to indicate your payment type. Please select one of them that will be associated with this account.

Notes

1. For details about when account number changes take effect, please see our FAQ.

2. Primary Account Holder (abbr. “PAH”) is considered to be the owner of the account. This is usually a PI, but can also be a business manager, project coordinator, or anyone else. The name of the PAH will typically be included on printed service request forms and billing vouchers.

3. RRC Account Number (abbr. “RRCAN”) is an alias to your real account number. It is often shorter and easier to remember. You may either choose your own RRCAN or have one randomly generated for you.

Some things to consider when choosing your own RRCAN:
Step 6.1 - Setting up a new RRC account number associated with a PO

If you would like your account to be associated with a specific purchase order, please select the Purchase Order option and enter your PO here.

Notes
1. For details about when account number changes take effect, please see our FAQ.
2. Primary Account Holder (abbr. "PAH") is considered to be the owner of the account. This is usually a PI, but can also be a business manager, project coordinator, or anyone else. The name of the PAH will typically be included on printed service request forms and billing vouchers.
3. RRC Account Number (abbr. "RRCAN") is an alias to your real account number. It is often shorter and easier to remember. You may either choose your own RRCAN or have one randomly generated for you.

Some things to consider when choosing your own RRCAN:
- Must be unique
- Must begin with 2 letters from the alphabet (A-Z)
- Must end with a number from 1000 to 9999 (inclusive)

An example of a properly formatted RRC account number is RRCAN1234.
Step 7 - After the setting up of a new RRC account number is DONE
Step 8 - Go to
https://my.ilabsolutions.com/service_center/show_external/3161
Step 9 - Registering

You are requesting access to the University of Illinois at Chicago’s Center for Genomic Research - DNA Services Facility.

**Your name:**
Value: [Name]

**Title:**
Value: [Title]

**Email address:**
Value: [Email]

**Phone number:**
Value: [Phone]

**Lab's name:**
Value: [Lab]

**PI's name:**
Value: [PI]

**PI's email address:**
Value: [PI Email]

**Financial Admin's name:**
Value: [Financial Admin]

**Financial Admin's email address:**
Value: [Financial Admin Email]

**Institution’s or Company's name:**
Value: [Institution]

Please fill in the information about you. Make sure the email is your work.

Please fill in the information about your PI/Director. If you are the PI, please just repeat the same information here.

Financial administrator can be you, can be your PI, or it can be the person from your accounting office. Basically, whoever is supposed to be contacted with any billing questions.

Indicate which institution you belong to.

This is here for protection purposes. Please type whatever is displayed, exactly as it is displayed.

I agree with iLab's privacy and security policies.

Click here to request an account.

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University of Illinois at Chicago Service Centers

What you can do today:
- Discover
- Request
- Track

Who's on board so far...

Center for Genomic Research - DNA Services Facility
Step 10 - Confirmation

iLab team will review the information you submitted and will start creating your account. The DNA Services website administrator will be asked to approve your account. As soon as it has been approved you will receive an email with a temporary password.

Thank You!

The iLab team has received your account request. We will review the information you have provided and email you with your account as soon as possible.

Your account information will be sent to the email address you provided. If you have any additional questions about your account status, please feel free to send us an email at support@ilabsolutions.com or you can call us at 817-297-2036.

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Step 11 - Email

support@ilabsolutions.com

To Me

This is the email you should receive after registration with iLab.

Vaiva Liakaite - Welcome to iLab Solutions!

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

Best wishes,
The iLab team

You must click here to finalize your account creation.

Getting started:

1. Click here to retrieve your password and view available cores.
2. Click on the core facilities link in the left hand menu: cores.
3. Select a core from the list of cores (You requested access to: Center for Genomic Research - DNA Services Facility.)
4. On the core’s page, click the 'about' tab to learn more about the available services.
5. To request services, click the 'request services' tab.
6. For cores with equipment, click on the 'schedule equipment' tab.

For detailed instructions with screenshots, please feel free to access the following manuals:
for standard cores: basic manual
for scheduling cores: scheduling manual
Step 12 - Retrieving Password

Verify email (so that we can send you a link to reset your password)

- Your email address: valve@uic.edu
- Captcha: 55988664

Please type in the same email address as the one you registered with.

This is for your own protection. Please type in all the symbols as they appear.
Check Your Email

Please go back to your email and check for a new email from iLab with a link that will help you setup a new password.

We have sent you an email containing instructions to reset your password. If you have any additional questions about your account status, please feel free to send us an email at support@ilabsolutions.com or you can call us at 617-297-2805.

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Step 14 - Setting up the password

iLab: Set Password

support@ilabsolutions.com
To Me, support@ilabsolutions.com

Please go to this link.

To set your password, please follow this link:

https://my.ilabsolutions.com/account/retrieve_password?login=iakarte@yahoo.com&token=c2KY7Gx954tn2X8ZEpXz5
Step 15 - Setting up the password
Step 16 - First time log in; setting up the time zone
You are now ready to use your iLab account!