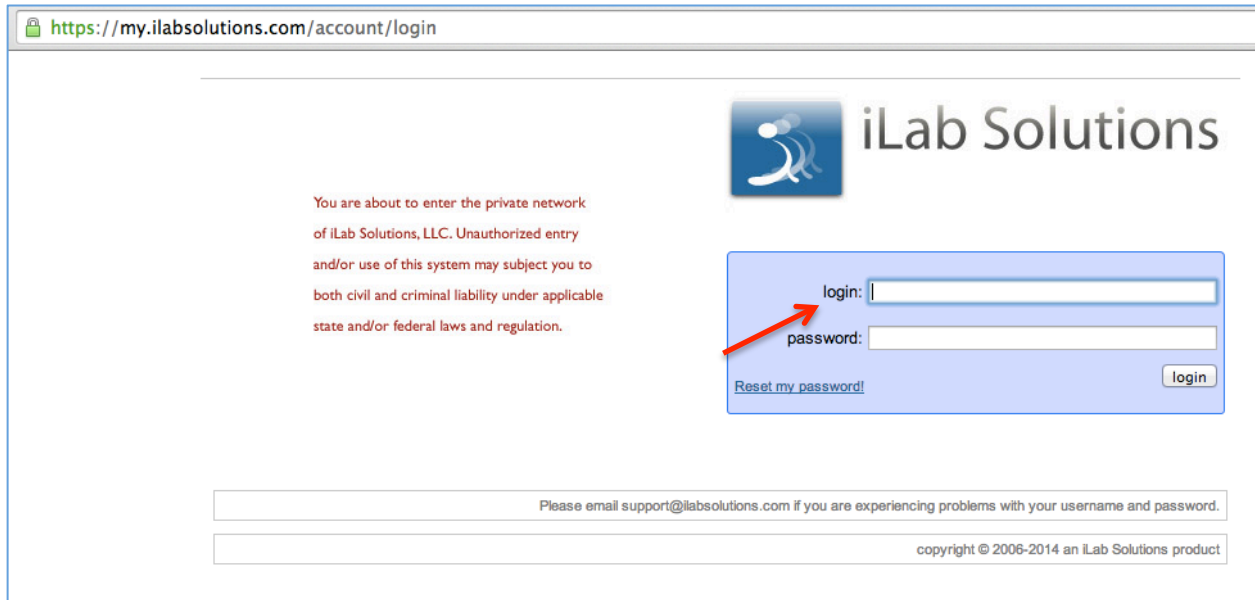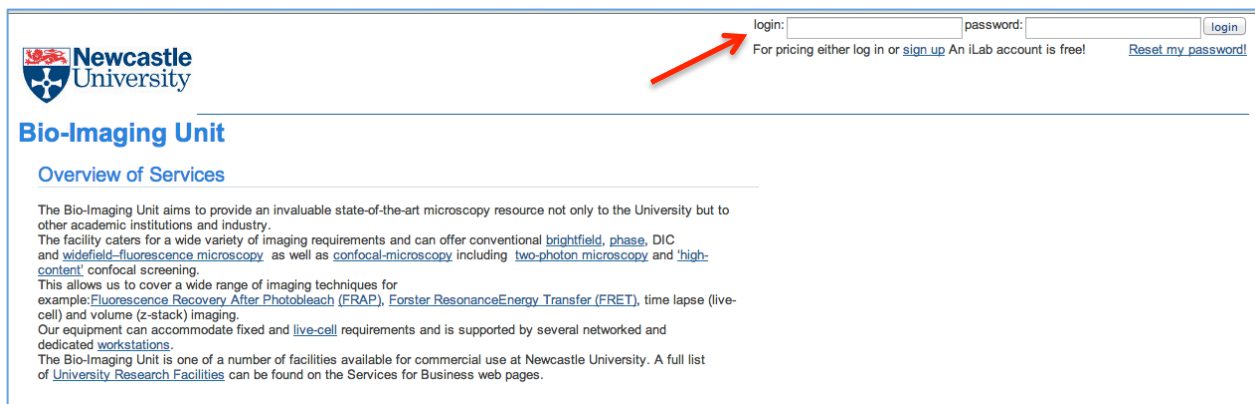# Login Manual

Logging into iLab

When you have an iLab login account, you may log into the software to access the Newcastle University cores facilities. To access the Newcastle University cores, go to the link below and log in a the designated fields:
https://my.ilabsolutions.com/

To login directly on the core page, go to the below link and log in on the top right of the page. https://my.ilabsolutions.com/service_center/show_external/3385

To register for an iLab account, click on the sign up link on the top right of the core login page or use the link below. Fill out all the information requested on the sign up page.
https://my.ilabsolutions.com/account/signup/956?sc_id=3385

You are requesting access to the Newcastle University's Bio-Imaging Unit

Your name:

Your title:
----- No title -----

Your email address:

Your phone number:

Your lab's name:

Your PI's name:

Your PI's email address:

Financial Admin's name:
(The person who can help supply accurate payment information)

REGISTRATION ASSISTANCE:
To create an iLab Account, please follow the directions below. All fields must be filled out.

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 PIs Name - Type in your Principle Investigator's full name. If you are the PI, please put your name in this field.

Your PIs 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 Admins name - Type in your Financial Admin's full name. *The Financial Admin is the lab manager of your lab, or the person in your department who handles billing.* If you are the Financial Admin, please put your information in here.

Your Financial Admins email address - Type in the Financial Admins institution or company email address. If you are the Financial Admin, put your email address in.
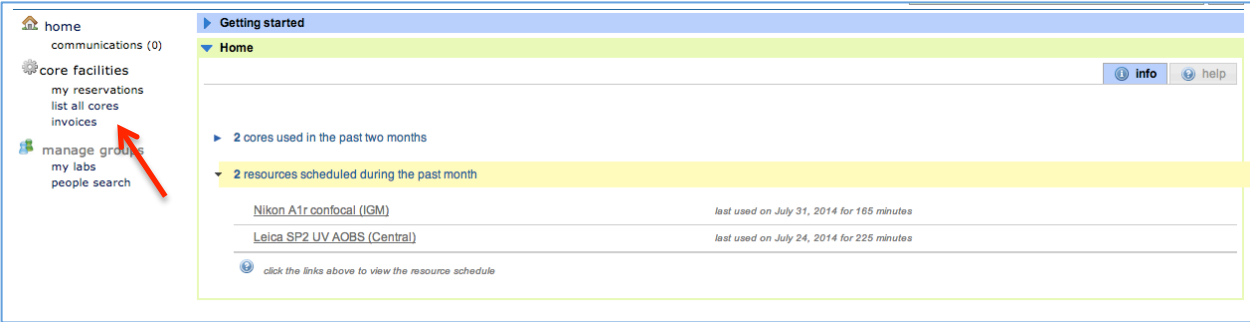
Financial Admins phone number - Type in your Financial Admins contact phone number.

Your Institution or Company - Select your institution or company from the

If you have registered for an iLab account but do not know your iLab password, please go to https://my.ilabsolutions.com/account/forgot_password

 Once logged in, click on the "list all cores" link on the left panel to view the New Castle core using iLab.

You may use your Home page to see past reservations on equipment, future reservations on equipment and have a direct link to the equipment.