

External to UVM

How to register and set up your iLab account

This manual should serve as a guide to help you get your account set up. Occasionally, iLab makes changes to the site so the screen shots might not be exactly the same as what you see in your account! However, the basic content will not change to you should be able to find what you need. As always, the AGTC staff members are available to help you, just give us a call (802 656-2557).

1. Use the following link to get to the AGTC iLab homepage:

https://my.ilabsolutions.com/service_center/show_external/3129

Bookmark this page for future use.

To register for an iLab account select [sign up](#).



The UNIVERSITY of VERMONT

[Sign In](#) [Register](#)

About

Vermont Integrative Genomics Resource - VIGR

Overview of Services

The Vermont Integrative Genomics Resource (VIGR) is an overarching umbrella encompassing four distinct shared resource facility arms:

- **DNA Analysis:** The University of Vermont Cancer Center DNA Analysis Facility provides an array of fast, affordable, user-friendly DNA/RNA analysis services to the members of the University of Vermont Cancer Center, the University of Vermont research community and outside institutions. Primary services offered for a fee include DNA Sanger sequencing, real-time quantitative PCR, DNA fragment analysis, SNP detection, nucleic acid extraction, image analysis, analytical flow cytometry, and support for absorbance, chemiluminescence, and fluorescence assays.
- **Microarray:** The Microarray Facility utilizes the Affymetrix GeneChip system to support global gene expression profiling using the standard 3' arrays, miRNA, gene and exon arrays. The facility also provides supports for DNA identification, quantification, and profiling for DNA studies using the DNA mapping (SNP, Promoter, Phylochip, and custom arrays).
- **Massively Parallel Sequencing Facilities:** The University of Vermont Cancer Center/Collage of Medicine Massively Parallel Sequencing Facility provides genome-scale next generation DNA sequencing. This facility employs the use of the massively parallel sequencing (MPS) technology on the illumina HiSeq 1500 system which is a sequencing by synthesis approach (SBS). Next generation sequencing (also known as deep sequencing or high throughput sequencing) enables researchers to sequence as much as an entire human or mouse genome with greater than 50 fold coverage. A single run on the illumina HiSeq 1000 can generate over 350 billion bases of DNA/RNA.
- **Bioinformatics Shared Resource:** The primary source for bioinformatics support for members on campus, and offers services related to genomic sequencing, epigenetic modification, or expression. This core enables investigators to navigate large complicated data sets and summarize those data into publishable inferences.

Please use the following link to view our website: <https://www.med.uvm.edu/vumcancercenter/core-facilities/genome-technologies>

Getting Started

- Login to your iLab account with your approved iLab credentials in the top right corner.
- Don't have an iLab account? Sign up for one [here!](#)
- See our help manuals for guidance using iLab:
 - [Internal to UVM - How to register and set up your iLab account](#)
 - [External to UVM - How to register and set up your iLab account](#)
 - [How to request a service](#)
 - [How to generate a project request quote](#)
 - [How to reserve time on an instrument](#)
 - [How to log use when using the BioRad imagers](#)
 - [Lab Reporting](#)

2. You will be directed to the sign up page.

https://my.ilabsolutions.com/account/signup/322?sc_id=3129

You are requesting access to the University of Vermont (UVM)'s UVM Advanced Genome Technologies Core

Your name:

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)

Financial Admin's email address:

Financial Admin's Telephone:

Your Institution's or Company's name:

Find or enter your institution name if not in completion list.

University of Vermont (UVM) Service Centers

What you can do today!



Discover
how iLab's service centers can benefit your research



Request
a service electronically to save time



Track
the status of your lab's service requests

Who's on board so far...

UVM Advanced Genome Technologies Core - Coming Soon!

UVM Microscopy Imaging Center - Coming Soon!

3. Your choice of a browser is important. Chrome and Firefox work the best, and Safari is okay. Internet Explorer is known to have problems and should be avoided!

4. You will need to supply the following information:

Your name:

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)

Financial Admin's email address:

Financial Admin's Telephone:

Your Institution's or Company's name:
Find or enter your institution name if not in completion list.

Please use your institution email and provide a lab or office phone number.
No gmail or yahoo accounts.
No cell phone numbers.

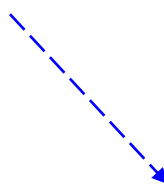
Your Lab name should use the format:

PI last name, PI first name, (UVM) Lab
Hunter, Timothy (UVM) Lab

Please provide the name, email address and telephone number of your Department Budget Manager.

This will help us to resolve billing issues if they arise.

Spam protection filter:



I agree with iLab's [privacy](#) and [security](#) policies

[Request Account](#)

5. Once your information has been submitted, iLab will go through a verification process. PI's may be contacted by email when a Lab Member has registered for an account.

Adding billing information prior to placing an order


6. Monthly Invoices will be generated for all services as in the past. Once you log in to iLab, select the “my profile” to view these tabs:

me [system upgrades \(Jan, 2013\)](#) | [leave iLab feedback](#) | [my profile](#) | [support](#) | [logout External Testuser](#)

Search: products

External's Profile

[add to my favorites](#) | [edit](#)

 Name: External Testuser
Time Zone: Central Time (US & Canada)
Location:
Institute:
Email: jessica.lewis@ilabsolutions.com
Phone:

Summary:
Interests:
Website:

- ▶ Change password
- ▶ Manage communication preferences
- ▶ Default ordering settings
- ▶ Search preferences
- ▶ Billing/Shipping information
- ▶ Projects (0)
- ▶ Labs (1)
- ▶ Colleagues (0)

7. Select the Billing/Shipping Information tab. Select [edit](#) by the Billing Information.

▼ Billing/Shipping information

- ▶ Billing Information [edit](#)
- ▶ Shipping Information [edit](#)

8. Please provide the information for the financial contact who should receive the invoice.

▼ Billing/Shipping information

Billing Information ▶ [Shipping Information edit](#)

Name

Email

Phone

Fax

Institution

Department

Address1

Address2

Address3

City

State

Country

Zip

Please provide the name of the financial contact. This may be the Department Budget Manager rather than the PI of the Lab.

This individual will receive and pay the Invoice. Information about where to send the payment is on the UVM Invoice. **Please follow these instructions!**