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 stop by!

1. Use the following link to get to the AGTC iLabs 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.

   ![iLab homepage](image.png)

2. You will be directed to the sign up page. https://my.ilabsolutions.com/account/signup/322?sc_id=3129
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:
   iLab has changed the interface below. The same information must be entered, it is just in a slightly different format.
5. Once your information has been submitted, you will receive an email from iLab with your login information. PI’s or Lab Managers will be contacted by email when a Lab Member is registering for an account. The following steps MUST BE DONE before a request a service can be placed!

Adding Lab Members and Assigning Lab Managers

Please use your UVM email and provide a UVM Lab or office phone number, not a cell phone number.

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 or Business Manager.

This will help us to resolve billing issues if they arise.
There are some tasks that must be done before an individual can request a service. There is a hierarchy to iLab accounts. You are either a PI (Principal Investigator) of a Lab, a Lab Manager, or a Lab Member. The PI is responsible for adding and maintaining an active list of Lab Members and chart strings for billing. Each Lab Member must be assigned to a chart string prior to them being able to place an order. The PI can assign the role of Lab Manager to one of their Lab Members. The Lab Manager will then have the same administrative functions as the PI.

The PI of the lab must also register for their iLab account, and they will need to follow these steps to add Lab Members and assign a Lab Manager if desired.

6. Select my profile in the upper right. Open the Labs tab.

![Image of iLab interface showing the Labs tab with a list of labs]

7. The name of your Lab will be displayed. Double click on the name of your Lab to navigate to your Administration tabs. If you are in multiple labs you will see them all displayed here.

![Image of iLab interface showing the Administration tabs with a list of members]

8. You will now see your Administration tabs. The Members tab will display the list of lab members.
9. There are two options to add a new member to your lab. Use the pull down to select their role, Principle investigator, Member or Manager. The new member should receive a welcome to iLab email with their password.

10. Use the “link existing user” to find someone who already has an iLab account. As you begin to type their name, you will start to see a list of UVM iLab users. Choose the name of the person you want to add to your lab.
11. Refresh your browser screen and you will see that they have been added as a lab member. Hovering over the person icon will tell you what membership status has been assigned to the Lab Member.

Click on the pencil icon to change a Lab member’s status.

Click on the red X to delete the Lab Member.

### Lab members and member settings

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<tr>
<th>Name</th>
<th>Auto Approval Amount</th>
<th>BillingSystem ID</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Hunter</td>
<td>$20,000.00</td>
<td>Choose default</td>
<td><a href="mailto:timothy.hunter@um.edu">timothy.hunter@um.edu</a></td>
<td>802-656-2559</td>
</tr>
<tr>
<td>Jessica Hoffman</td>
<td>$20,000.00</td>
<td>Choose default</td>
<td><a href="mailto:jessica.hoffman@um.edu">jessica.hoffman@um.edu</a></td>
<td>802-656-2557</td>
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<tr>
<td>Mary Lou Shane</td>
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<td><a href="mailto:mary.shane@um.edu">mary.shane@um.edu</a></td>
<td>802-656-2557</td>
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<td><a href="mailto:meghan.palermo@um.edu">meghan.palermo@um.edu</a></td>
<td>802-656-3936</td>
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<td>Scott Tighe</td>
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<td>802-656-2482</td>
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<td><a href="mailto:mslavik@um.edu">mslavik@um.edu</a></td>
<td>802-656-7777</td>
</tr>
</tbody>
</table>

Follow the steps below to assign chart strings to each Lab Member.

### Managing Chart strings and assigning them to Lab Members

12. Click on the Membership Requests & Funds tab. You will see a list of Lab members and chart strings (if they were provided to the facility for the data upload). You will see a shortened version of the chart string displayed, hover over it to see the full chart string. Each Lab member must be assigned at least one chart string by clicking the box by their name under the correct chart string. If they are working on multiple projects they can be assigned to more than one chart string. When they are placing an order, they will see a pull down menu with the appropriate chart strings. It is not possible to assign nicknames to chart strings so members must learn to recognize the correct one.

YOU MUST CLICK THE SAVE BUTTON AFTER YOU HAVE MADE ASSIGNMENTS IN ORDER FOR THEM TO BE ENACTED!
13. To manually add a chart string, Open the “Manually add a new Fund” arrow. Follow the format for the chart string as described. Enter the chart string, click add and refresh your browser. Your newly added chart string will appear as a new column. Assign Lab members as appropriate.

14. PI's and/or Lab Managers will continually need to update the list of lab members and chart strings as necessary. Any chart string that has at least one member assigned to it will be displayed with the “active status”. If you remove all members from a chart string, you can then select active or hidden. Active will include it in the list of funds for assignment to members. Hidden will keep the chart string in your list but will not display it for assignment to Lab Members. This would be useful if you temporarily want to stop Lab Members from using a particular chart string. When you are ready to have the chart string available again for use, change the status to active and assign Lab Members to this chart string. Selecting the red X will remove it from your list of funds.
15. All lab members are now ready to place a service request or schedule time on one of the instruments!

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