



Indiana University

iLab User Guide – Neuroscience Core

User Manual

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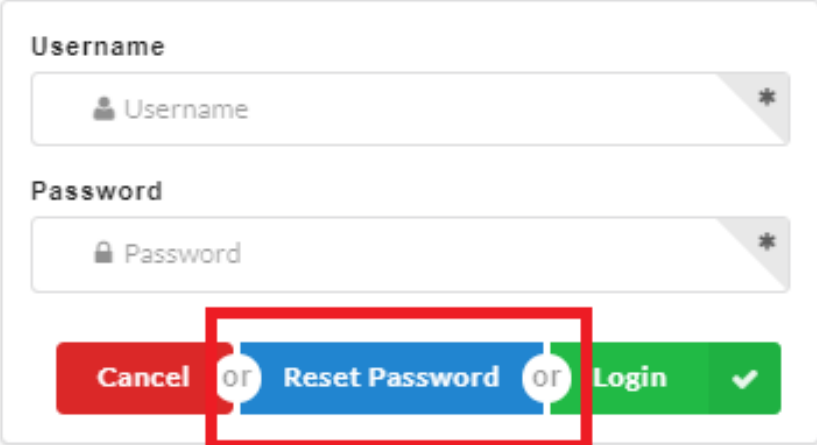
Introduction

To be able to schedule time with Neuroscience Core lab equipment, users must register for an iLab account. Once approved, a user can login and schedule time with any piece of Neuroscience core's equipment after being trained. If your PI does not have an iLab account, they must register as well and follow the procedures under the PI Roles section of this document for managing and approving funds for you.

Reset password for your iLab account

If you are a PI and own IU KFS accounts, you probably already have an iLab account. To verify,

1. Please go to https://my.ilabsolutions.com/service_center/show_external/4161, click on the Login button seen on top right, and click on Reset password button in the popup.



The screenshot shows a login popup window. It has two input fields: "Username" and "Password". Below these fields are three buttons: "Cancel" (red), "Reset Password" (blue), and "Login" (green). The "Reset Password" button is highlighted with a red rectangular box. Below the buttons, there is a line of text: "If you don't have an account, please [register](#) for an iLab account." At the bottom of the popup, there is a link: "Learn more about [iLab Operations Software](#)".




2. Enter your official IU account name to reset your password.

Agilent CrossLab

From Insight to Outcome

Completing this form will send you an email with a link to reset your password.

 I'm not a robot 
reCAPTCHA
[Privacy - Terms](#)



Register for an iLab account


Navigate to: https://my.ilabsolutions.com/service_center/show_external/4161

1. Click on the sign-up button

The screenshot shows the top navigation bar of the iLab website. On the left is the IU Psi logo. On the right, there are two buttons: "sign-up" (blue) and "Login" (green), separated by the word "or" in a white circle. A red rectangular box highlights the "sign-up" button. Below the navigation bar is a section titled "About" with a sub-header "Neuroscience Core" in blue. Underneath is a photograph of a large, modern, multi-story building with a glass facade. Below the photo is another sub-header "Overview of Services" in blue. The text below describes the Neuroscience Core as part of the METAcyt initiative, established in 2005, and lists various techniques supported. At the bottom, there is a link to the equipment kiosk authentication page.

About

Neuroscience Core



Overview of Services

The Neuroscience Core provides equipment for use by registered IU labs. This facility is part of the METAcyt initiative. Established in 2005, the METAcyt initiative is designed to promote and facilitate research within the scientific community in Indiana and is funded through grants from the Eli Lilly foundation. Instruments contained within the Neuroscience Core support techniques such as Western blotting, pharmacological assays, qRT-PCR, cryosectioning, etc. A full listing of equipment is below.

To use the kiosk for logging time, click here: https://my.ilabsolutions.com/service_centers/4161/equipment_kiosk/authenticate




2. Enter your email address **[be sure to use your IU email address]**
3. Verify you are not a robot by checking the box
4. Check the 'I agree with iLab's privacy and security policies' checkbox and click on Continue

Start Personal Information Group Associations Billing Information

**You are requesting access to the
Indiana University's Neuroscience Core.**

* Please enter your institution email address

I'm not a robot  reCAPTCHA
Privacy - Terms

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

[Cancel](#) [Continue](#)



5. Enter your first name, last name, phone number in respective fields
6. Enter 'Indiana University' as your institution
7. Choose your appropriate role and click on Continue

[Start](#) **Personal Information** [Group Associations](#) [Billing Information](#)

**You are requesting access to the
Indiana University's Neuroscience Core.**

* First Name

* Last Name

Phone Number

* I am affiliated with the following institution

* What is your primary role at Indiana University?

[Cancel](#) [Back](#) [Continue](#)



8. Search for your PI’s name on the Group Associations tab of registration and click on Complete button

**Your PI will receive an email about your request, however, their interaction is not needed to approve your access to iLab.*

Start Personal Information **Group Associations** Billing Information

**You are requesting access to the
Indiana University's Neuroscience Core.**

* What lab or research group are you associated with?

iLab Test 1 (IUB) Lab

Hint: You can also search using your PI or Manager Name

Cancel Back Complete



The requestor will receive an email from iLab with a temporary password. The email will look something like this:

iLab Solutions
A part of **Agilent Technologies**

Your account request is awaiting confirmation.

Thank you for requesting an iLab account. **Please allow up to 24 hours for account confirmation.**

Next, our team will...

1. ...review the account information that you provided.
2. ...confirm the provided information with your Principal Investigator and/or a Financial Contact.
3. ...send your account credentials to the email address provided during registration.

If you have any additional questions about your account status, do not hesitate to send us an email at support@ilabsolutions.com.
Alternatively, you can call us at [617-297-2805](tel:617-297-2805).



Schedule equipment

1. Click on Schedule Equipment tab
2. Click on the Category of Equipment you would like to reserve
3. Click View Schedule for the Equipment you would like to reserve

The screenshot shows the Neuroscience Core iLab interface. At the top left, the text "Neuroscience Core" is displayed in blue. At the top right is the Psi logo. Below the header is a navigation bar with five tabs: "About Our Core", "Schedule Equipment", "Request Services", "View My Requests", and "Contact Us". The "Schedule Equipment" tab is highlighted with a red box and labeled "1.". Below the navigation bar is a note: "Note: Cryostat is working again 7/13/2017". Below the note is a paragraph: "Please contact Jim Wager-Miller by emailing jm99@indiana.edu or call 812-856-2684 if you would like to be trained or need access to following Neuroscience core equipment." Below this is a category bar with a dropdown menu showing "Cryosectioning (1)", which is highlighted with a red box and labeled "2.". Below the category bar is a card for "Leica Cryostat" with links for "description" and "pricing". Below the card is an image of the Leica Cryostat. To the right of the card is a "View Schedule" button, which is highlighted with a red box and labeled "3.", and a "Request Training" button below it. A heart icon is also visible to the right of the buttons.



- Click and drag on the calendar or double click on the timeslot you would like. This will open the calendar for that equipment-

Leica Cryostat (Neuroscience Core)

[Return to Schedules](#) [Schedule](#) [Description](#)

Please click and drag on the calendar below to schedule time. This calendar is in (GMT-05:00) Eastern Time

The cryostat is working again. ✎

Jim

⚠ refresh frequently [refresh events](#) ❤

Day **Week** Two weeks Month **Multi View** 6 – Saturday, Jul 22 Today

	Sun. July 16	Mon. July 17	Tue. July 18	Wed. July 19	Thu. July 20	Fri. July 21
12:00 PM		12:00 PM - 03:00 Leica Cryostat (logged time) - Self Use \$5.00/hr (trained users) - Lawrence Carey , Graduate Student () - (Hehmann)	12:00 PM - 03:00 Leica Cryostat (logged time) - Self Use \$5.00/hr (trained users) - Laura Daily , Technician () - (Straiker, Alex (II))			
01:00 PM						
02:00 PM						02:30 PM - 05:00 Leica Cryostat - Self Use \$5.00/hr (trained users) - Thomas Metcalf , Student
03:00 PM						
04:00 PM						
04:45 PM - 06:45			04:45 PM - 06:45 New event			
05:00 PM						
06:00 PM						



5. Adjust the Times Scheduled as necessary.

The screenshot shows the 'Times' section of a reservation form. A red box highlights the 'Start' and 'End' time fields, which are 'Mar 16 2018 04:30 PM' and 'Mar 16 2018 06:30 PM' respectively. A red arrow points to the 'Edit times' button. Below this, the 'Use and cost of reservation' section shows a checkbox for 'Override Availability Types' and a dropdown menu for 'Mar 16 '18 4:30 PM - 6:30 PM' with the selected option 'Self Use \$1.00/hr (trained users)'. The total cost is shown as '\$2.0 (2.0 hours)'. The 'Additional charges for this event' section is also visible.

6. Click Save Reservation.



Use reserved equipment

- Once you have reserved your equipment, at the time of reservation, open <https://rebrand.ly/neurokiosk> in your browser and log in using your iLab credentials.

- The kiosk will show you all active and future sessions for Neuroscience core equipment

Owner	Resource	Start	End	Actions
Sen Yang	QuantStudio 7 qPCR (QuantStudio 7 qPCR)	19 Jul 02:30 PM	19 Jul 05:30 PM	Details
Thomas Metcalf	Leica Cryostat (Leica Cryostat)	19 Jul 09:00 AM	19 Jul 11:30 AM	Details

- Click on the Start green button next to your reservation to start your time. Click on the 'Log out and use equipment' button seen below to start using the equipment.



Model 2040 Dual Tilt Axis Tomography holder (Model 2040 Dual Tilt Axis Tomography holder) - Abhijeet Malatpure Active

Finish

Extend

Log out & use equipment

00:00:14

ELAPSED TIME

	Scheduled	18 Jul 12:43 PM	18 Jul 01:43 PM
	Logged	18 Jul 12:43 PM	59 minutes left

4. When you are finished, log in to the EMC Kiosk (see step 1 for URL) and end your session by clicking on blue Finish button.

Edit existing reservation

Depending on the core’s setting, users should be able edit or delete their future reservations on equipment. If you are unable to delete a future reservation, please contact your core’s administrator.

1. Go to the equipment’s calendar using the View Schedule button.
2. Locate your reservation that you would like to edit/delete. Once located, double click the entry.
3. To edit the time, click on the pencil icon seen next to your time in the Times section

Times

	Start	End	
Scheduled	Jul 21 2017 12:30 PM	Jul 21 2017 01:30 PM	

4. To edit payment accounts, select the account from the dropdown under Payment information section



Payment information

Please enter the Account ⓘ

	%	Account
1	<input type="text" value="100.0"/>	<input type="text" value="Select Account..."/>

100.0% total allocated ⓘ

- 5. After making required changes, please click on Save Reservation green button to save your changes.
- 6. To delete your reservation, click on the Delete reservation button seen on bottom right corner.

Invite additional people to this event by email ⓘ

Please enter a comma separated list of valid email addresses

Contact us

If you have any additional questions, do not hesitate to send us an email at ABITC-ilab@rtinfo.indiana.edu