

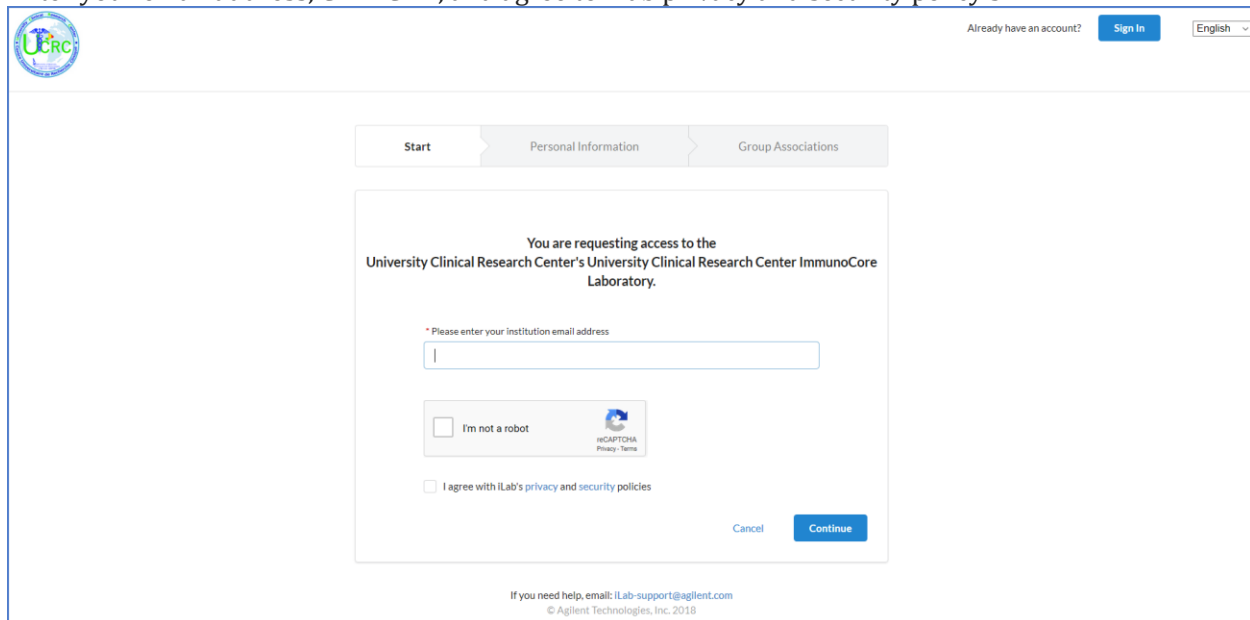
HOW DO I REGISTER FOR AN ACCOUNT?

Registering for an account with iLab is easy and quick!

Registering

STEP 1: Enter email and security agreement.

Enter your email address, CAPTCHA, and agree to iLab privacy and security policy's.



The screenshot shows a web registration form for the University Clinical Research Center's University Clinical Research Center ImmunoCore Laboratory. The form is titled "You are requesting access to the University Clinical Research Center's University Clinical Research Center ImmunoCore Laboratory." It features a progress bar at the top with three steps: "Start", "Personal Information", and "Group Associations". The "Start" step is currently active. Below the title, there is a text input field labeled "* Please enter your institution email address". Below the input field, there is a CAPTCHA section with the text "I'm not a robot" and a reCAPTCHA logo. Below the CAPTCHA, there is a checkbox labeled "I agree with iLab's privacy and security policies". At the bottom right of the form, there are "Cancel" and "Continue" buttons. The UCRC logo is visible in the top left corner of the page. In the top right corner, there is a link "Already have an account?" with a "Sign In" button and a language dropdown menu set to "English". At the bottom of the page, there is a footer with the text "If you need help, email: iLab-support@agilent.com" and "© Agilent Technologies, Inc. 2018".

Figure 1: Enter email and agree to security policies.

STEP 2: Enter personal information.

A welcome message from your institution will display. Enter your personal information. Then, enter your institution and your role at the institution. If you select "other", an additional box will display.

The screenshot shows a web interface with a top navigation bar containing three tabs: 'Start', 'Personal Information', and 'Group Associations'. The 'Personal Information' tab is active. The main content area is titled 'You are requesting access to the University Clinical Research Center's University Clinical Research Center ImmunoCore Laboratory.' Below the title are five input fields: a text box for '* First Name', a text box for '* Last Name', a text box for 'Phone Number', a dropdown menu for '* I am affiliated with the following institution' with the placeholder text 'Please type the name of your institution', and another dropdown menu for '* What is your primary role at the above?' with the placeholder text 'Please select a role'. At the bottom right of the form are three buttons: 'Cancel', 'Back', and 'Continue'.

Figure 2: Enter personal information.

STEP 3: Enter group associations.

Select the group with which you are associated. You may enter the group name, PI name, or financial approver and the system will search for a group meeting that information.

Start Personal Information Group Associations

You are requesting access to the
University Clinical Research Center's University Clinical Research Center ImmunoCore
Laboratory.

* What lab or research group are you associated with?

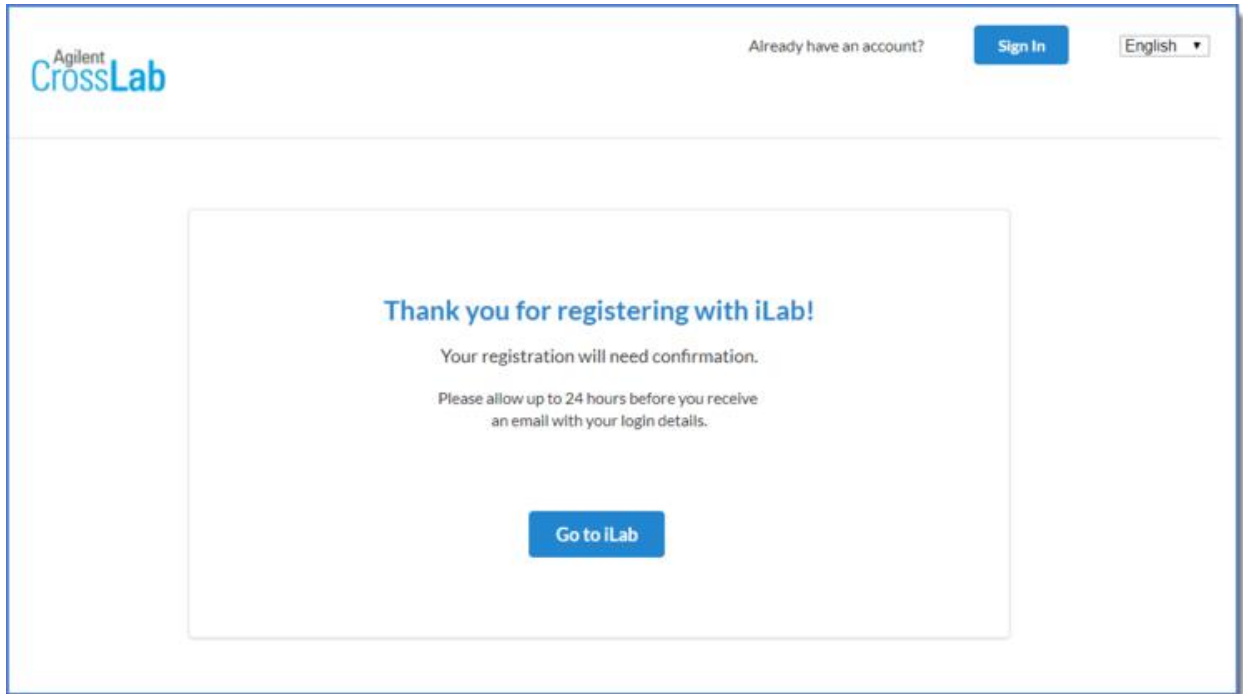
Please type the name of your group

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

Cancel Back Complete

Figure 3: Enter group association information.

Once the registration is complete, a confirmation page will display letting you know that you will receive an email with account information within 24 hours. All registration tabs will be removed and the *Go to iLab* button will display institution and core external information based on the account signup request.



User 4: Confirmation

Cancel

You may cancel from the registration process if you choose. *Cancel Registration* will take the user to the institution or core external page. *Go back* will return the user to the registration process with no data loss.

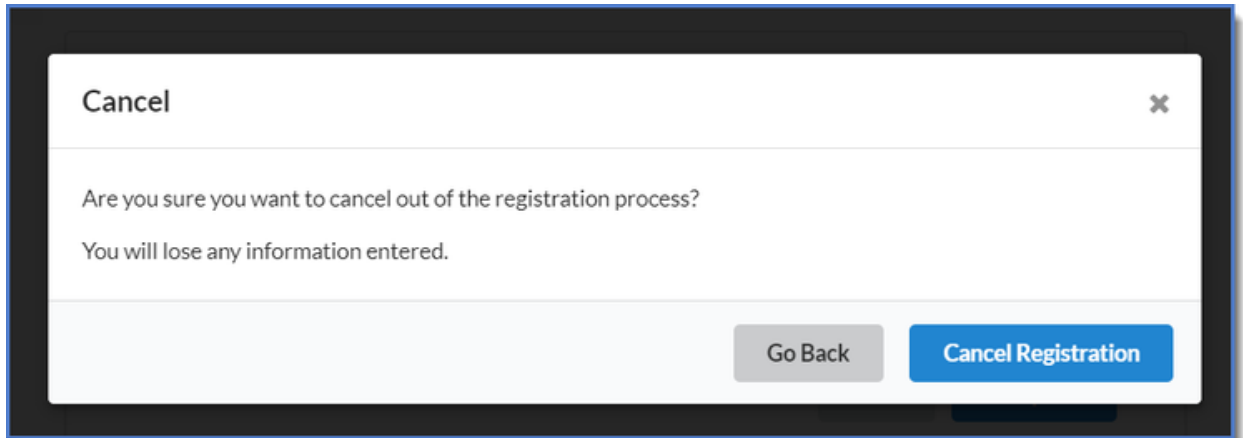
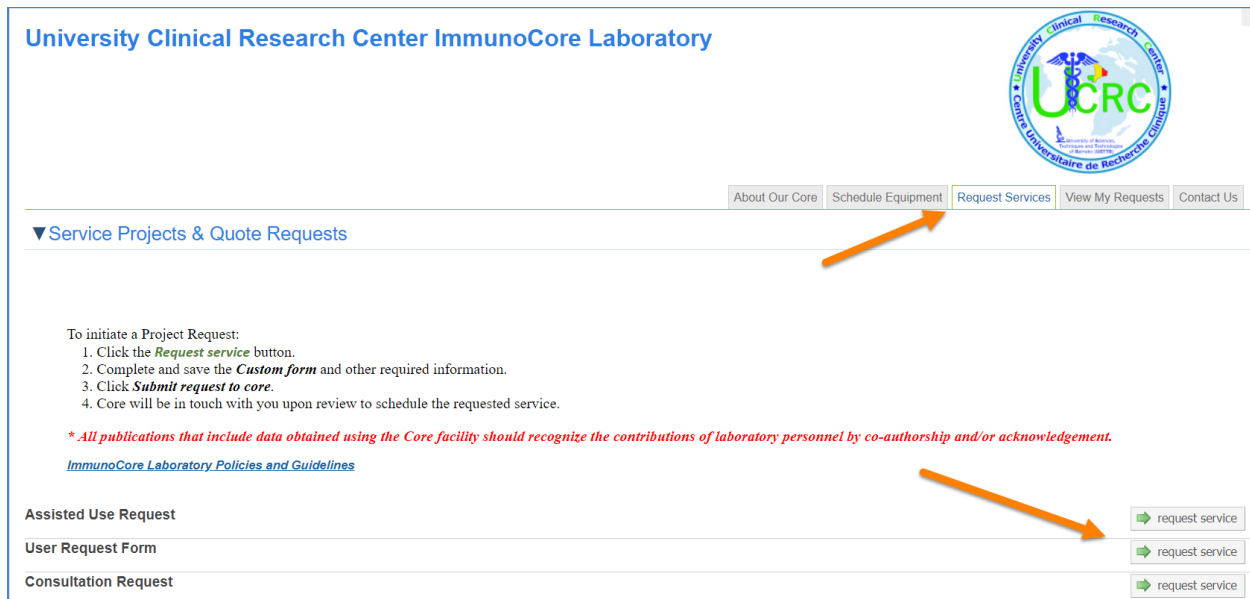


Figure 5: Cancelling registration.

HOW DO I REQUEST SERVICES?

STEP 1: Navigate to the 'Request Services' Tab

Follow the instructions at the top of the page



The screenshot shows the website for the University Clinical Research Center ImmunoCore Laboratory. At the top right is the UCRC logo. Below it is a navigation menu with tabs: 'About Our Core', 'Schedule Equipment', 'Request Services', 'View My Requests', and 'Contact Us'. The 'Request Services' tab is highlighted with an orange arrow. Below the navigation menu is a section titled 'Service Projects & Quote Requests'. It contains instructions on how to initiate a project request, a disclaimer about publications, and a link to 'ImmunoCore Laboratory Policies and Guidelines'. At the bottom, there is a table with three rows: 'Assisted Use Request', 'User Request Form', and 'Consultation Request'. Each row has a 'request service' button to its right, with an orange arrow pointing to the button for 'User Request Form'.

University Clinical Research Center ImmunoCore Laboratory

UCRC

About Our Core | Schedule Equipment | Request Services | View My Requests | Contact Us

▼ Service Projects & Quote Requests

To initiate a Project Request:

1. Click the *Request service* button.
2. Complete and save the *Custom form* and other required information.
3. Click *Submit request to core*.
4. Core will be in touch with you upon review to schedule the requested service.

**All publications that include data obtained using the Core facility should recognize the contributions of laboratory personnel by co-authorship and/or acknowledgement.*

[ImmunoCore Laboratory Policies and Guidelines](#)

Assisted Use Request	request service
User Request Form	request service
Consultation Request	request service

Figure 6: Requesting services

HOW DO I MAKE EQUIPMENT RESERVATIONS?

STEP 1: Navigate to the Schedule Equipment Tab

To reserve time on calendars, login to the core's web page by following the directions you received in the iLab welcome email, or by using the facility's [direct link](#). Then click on the *Schedule Equipment* tab. (Figure 7). **Please be aware that only Users that have been approved can make reservation using iLab.**

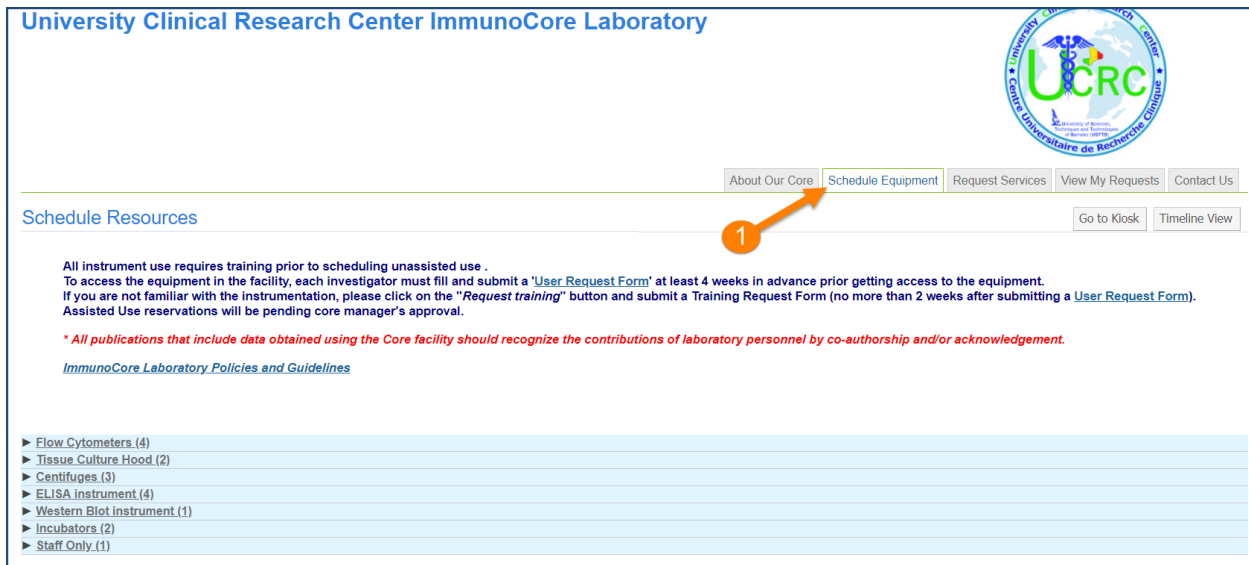


Figure 7: You may use the *Schedule Equipment* tab to reserve time on a piece of equipment.

Step 2: Access calendar.

To access the calendar, click on the category that instrument is part of. Then, click the 'view schedule' button to the right of the name. (Figure 8).

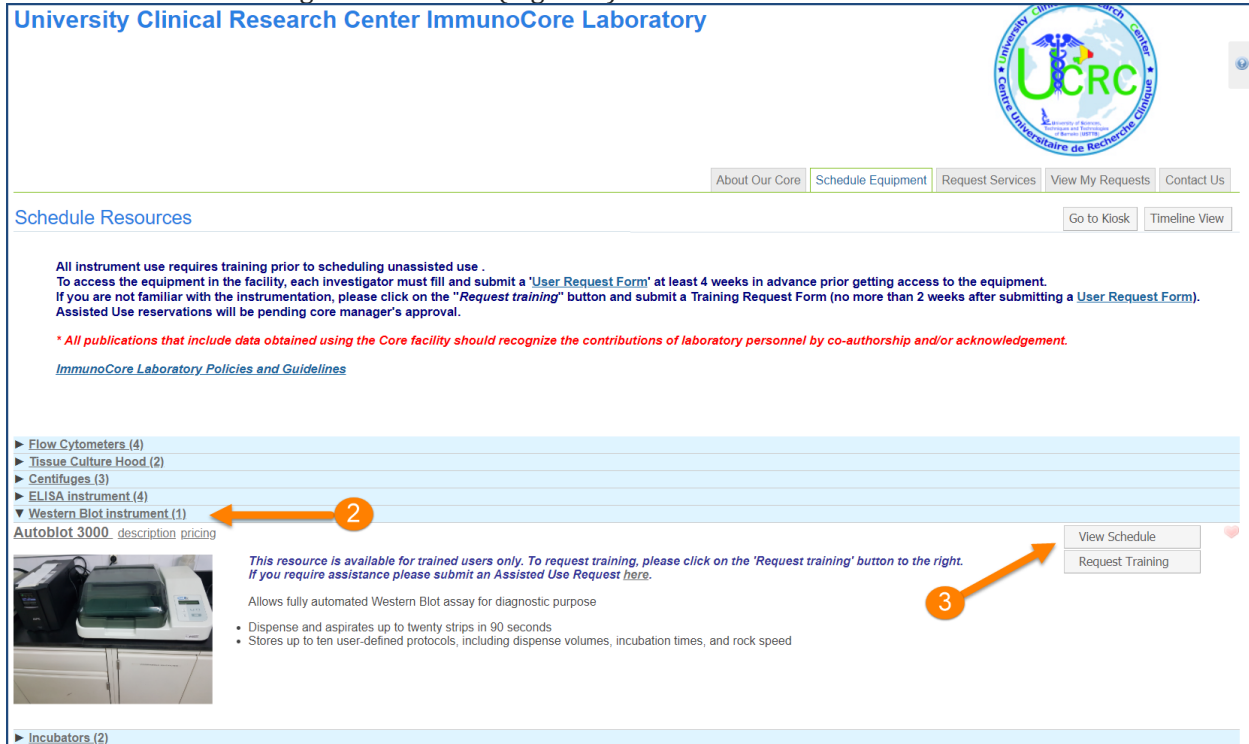


Figure 8: Access the equipment calendar

Reading the calendar

In the calendar, several tabs can be accessed: (Figure 9)

- **Return to Schedules:** This will return you to the list of facility resources window.
- **Schedule:** This tab displays current schedule.
- **Description:** This displays a description of the equipment.
- **Other Schedules:** This tab allows you to view and access other equipment listed and calendars. To see the reservations on other relevant calendars, click on the other relevant schedules, and then choose the other calendars you wish to see.

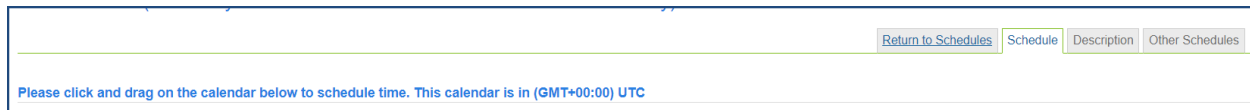


Figure 9: Click on the *Schedule* tab to schedule the selected equipment.

The calendar will display events in various colors for easier reading. The color legend for events is as follows (Figure 4).

- **Green Events:** Your future reservations
- **Yellow Events:** Your past reservations
- **Red Events:** If the equipment is unavailable for selected amount of time
- **Orange Events:** In some cases, cores require core approval for reservations. If you have reserved time on the calendar that requires core approval, that event will be in orange. When the reservation has been approved you may receive an email and you will see the event turn to purple.
- **Purple Events:** When a reservation is approved by the core it will turn purple.
- **Gray: Other users' events**

You may view a legend of reservations by clicking the *Legends & Help* button on the top left.

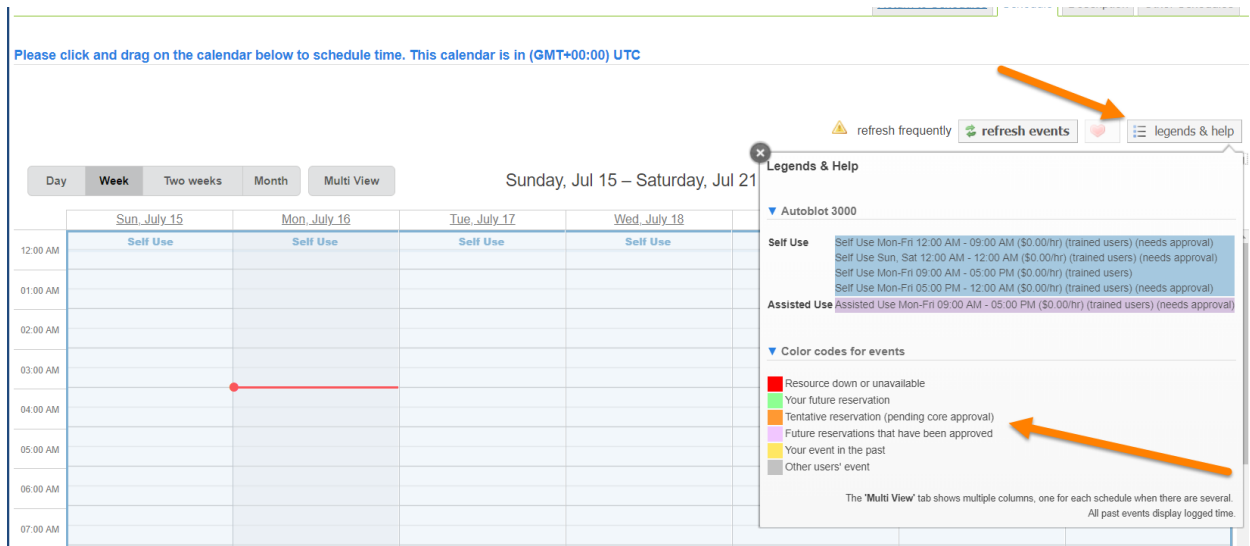


Figure 4: Events are color-coded on the calendar to quickly determine the status of the appointment. Click the *Legends & Help* button to view a legend.

Scheduling an event

Step 1: Select the desired time

To schedule an event on the calendar, click and drag on the day and time of the intended usage. A pop-up window will display asking you to identify the lab for which the event is to be scheduled. Select the lab and click *Next*.

Step 2: Fill out all the information required in the 'Reservation details' window

Reservation details ! **Unsaved reservation - click save reservation**

Required forms

For: Autoblot 3000 - Self Use \$0.00/hr (trained users) - My Reservation
Lab: [ilab_Test \(Testing\) Lab](#)
Created on: July 16, 2018 04:05

There are no forms required to make this reservation.

Be sure the correct resource is selected

Specify the required resource: Autoblot 3000 ▾

Event Notes: note visible to anyone ▾

Times

	Start	End
Scheduled	Jul 16 2018 11:00 AM	Jul 16 2018 01:00 PM

Click on the yellow pencil if time needs to be adjusted. Then on the green check mark sign to save the changes

Use and cost of reservation

Jul 16 '18 11:00 AM - 1:00 PM Self Use \$0.00/hr (trained users) ▾
Total: \$0.0 (2.0 hours)

Select the correct usage type

Payment information

Please enter the po number. You will have the opportunity to review the quote before being billed.
po number

provide payment information

Use the same payment information for all add-on charges

Service Project

Assign to an ongoing project of the same researcher
★

Invite additional people to this event by email

Please enter a comma separated list of valid email addresses