

## Creating an iLab account

### One-time user registration to schedule equipment time and for service requests

If you do not already have an iLab account, you must register for one.

1. Go to [iLab Organizer \(corefacilities.org\)](http://corefacilities.org). Select “Register” and “Register using TAMU credentials.”
2. You will be directed to an authentication page where you will need to enter your NetID and password.
3. Once you have entered your credentials, click the “Sign In” button on the core page (link above), and sign in using your Texas A&M credentials.
4. You will be directed to an iLab Registration page where you will need to select your **PI/Lab** and verify your contact information.
5. Once your registration has been submitted, your PI will receive a notification that you have requested membership in their group in iLab. They will need to approve your membership and assign an account for your use.
6. Once you have been accepted into your PI’s lab and assigned an account, you can create equipment reservations and service requests.

### PI’s approval of lab members and accounts

1. Sign-up into TAMU iLabs [iLab Organizer \(corefacilities.org\)](http://corefacilities.org).
2. Click on left menu, hover over “my groups” and select the appropriate lab.
3. To approve lab membership requests, select the “Membership Requests & Accounts” tab.
4. Click “Approve” to accept a member into the lab.
5. To assign an account number to a member of the lab, go to the “Membership Requests & Accounts” tab. Select the appropriate check boxes to the right of the member’s name for the account number(s) assigned to them.
6. click “save approval settings.”
7. To designate a lab member as a financial manager, select the “Members” tab and click on the small pencil icon to the right of the member’s name. Change the role from “member” to “manager.”

For more detailed instructions go to [iLab — Help Resources Hub \(agilent.com\)](http://agilent.com) or email or [email ilab-support@agilent.com](mailto:ilab-support@agilent.com).

Account problems for new users and PIs contact the flow cytometry core ([ejo@tamu.edu](mailto:ejo@tamu.edu); [mmoczygamba@tamu.edu](mailto:mmoczygamba@tamu.edu)).