



External - Creating Service Requests & Reserving Time on Equipment

To Create a Service Request:

1. **Login into iLab** at ufl.corefacilities.org with your username and password
2. Upon initial login, **set your account time zone**, then click 'Update my time zone.'
3. **Click** on the  icon to open the iLab menu
4. **Select** 'Core Facilities'
5. On the right-hand side of the page, **change the View** to 'Cores at Other Institutions'
6. **Search** 'ICBR' and select your desired core
7. **Depending on the core**, you will either land on the 'Request Services' tab or the 'Schedule Equipment' tab. On the 'Request Services' tab, **find the project** of interest and click on the the 'Request Service' button to the right of the request
8. You will be asked to **complete a form** and **provide payment information** for your request before submitting to the core.
 - a. Your payment options will be **Credit Card, PO, Wire Transfer, or Check.**
9. Your request will be **pending review** by the core. The cores will add charges and may submit it back to you for your approval. ★ **Make sure to watch for an email from iLab regarding your updated project.**



To Create an Equipment Reservation:

1. **Login** into iLab at ufl.corefacilities.org with your username and password
2. **Click** on the  icon to open the iLab menu
3. **Depending on the core**, you will either land on the 'Request Services' tab or 'Schedule Equipment' tab. On the 'Schedule Equipment' tab, **click** on the 'View Schedule' or the 'Initiate Training' button next to the instrument of interest. **Click and drag** on the time frame you would like to reservation for.
4. You may be asked to **complete a form** and **provide payment information** for your reservation before submitting to the core.
5. **Your reservation may need to be approved by the core**, you can confirm this by clicking on the *Home* link on the upper left corner of iLab and viewing the Reservations panel.



If you encounter issues at any step, please send an email to the ICBR iLab listserv at ICBR-iLab@ad.ufl.edu and a staff member will be in contact with you within 24 hours.
