

5. If you do not see your PI/Group in the drop-down menu, please fill out the form located here: <https://biotech.ufl.edu/ilabregistration/>
6. You will be sent an email with basic instructions on using the system at this time. However, you will not be able to request services or schedule equipment with your new account until your PI has approved your lab membership request.

External User (Non-Profit & Commercial)

1. Navigate to <https://ufl.ilab.agilent.com/>
2. Under the section *Non-UF (Non-Profit & Commercial) Customers*, click *register* link.
3. Complete and submit the registration form. Upon submission the iLab Support will receive a notification with your account request.
4. Once your institution/lab membership has been verified, you will be sent a Welcome Email with login credentials and basic instructions on using the system at this time. However, you will not be able to request services or schedule equipment with your new account until your PI has approved your lab membership request.

My Homepage

Upon initial login to iLab (from institution landing page), you will land on your homepage. Set your account time zone, then click *Update my time zone*.

On your homepage you can:

1. View messages (*communications* link)
2. View past and future reservations (*my reservations* link)
3. View service requests or projects submitted to cores (*view requests* link)
4. View a list of cores that you can access (*list all cores* link—more information below)
5. View invoices (*invoices* link)
6. View details about your lab (*my labs* link)
 - a. If you are a PI or Lab Manager, you can manage your lab(s) with this link.
 - i. How to manage lab members:
 1. Click on the *my labs* link in the left menu to view the *Members* tab under the lab page.
 2. Under the *Lab-wide approval settings* heading, the PI, Lab Manager, or Financial Administrator can set a maximum dollar limit individual lab members can use to approve their own requests.
 3. Under the *Lab members and settings* heading, a list of all lab members is displayed. The PI or lab manager can edit each member's membership and add members (if they have an existing account in iLab) to your lab by clicking *link existing user* button.

