To register for an iLab account:

To get started, you must register for an account:

1. Navigate to the core page: https://rutgers.ilab.agilent.com/service_center/show_external/5768
2. In the upper-right-hand corner of the screen click 'Sign In,' and select to sign in using Rutgers University credentials
3. You will be directed to an authentication page where you will enter your Rutgers University credentials
4. Once you have entered your credentials, click the 'Login' button
5. You will be directed to an iLab Registration page where you will select your PI/Lab and verify your contact information.
6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab in iLab. They will need to approve your membership and assign any Projects for your use.

To Create an Equipment Reservation:

Once you have been accepted into your PI's lab and assigned Projects, you can schedule equipment time.

1. Navigate to the core page: https://rutgers.ilab.agilent.com/service_center/show_external/5768
2. In the upper-right-hand corner of the screen click 'Sign In,' and select to sign in using Rutgers University credentials
3. You will be directed to an authentication page where you will enter your Rutgers University credentials
4. Once you have entered your credentials, click the 'Login' button
5. Select the *Schedule Equipment* tab and click on the 'View Schedule' button next to the instrument of interest. Click and drag on the time frame you would like to schedule your reservation for.
6. A window will pop up that will allow you to verify your reservations details and provide payment information before saving the reservation.

To Create a Service Request:

Once you have been accepted into your PI's lab and assigned Projects, you can create service requests.

1. Navigate to the core page: https://rutgers.ilab.agilent.com/service_center/show_external/5768
2. In the upper-right-hand corner of the screen click 'Sign In,' and select to sign in using Rutgers University credentials
3. You will be directed to an authentication page where you will enter your Rutgers University credentials
4. Once you have entered your credentials, click the 'Login' button
5. Select the *Request Services* tab and click on the 'Request Service' button next to the service of interest.
6. You will be asked to complete a form before submitting the request to the core.
7. Your request will be pending review by the core. The core will review your request and either Agree to the work or they will ask for more information if needed.

For questions regarding Histology or Instrument requests please email Luke Fritzky fritzklf@njms.rutgers.edu and for questions regarding microscope reservations please contact Fawad Yousufzai fawad.y@rutgers.edu.

Additional help
More detailed instructions can be found on the Help Site by clicking on the "HELP" link in the upper right hand corner or by clicking here. For any questions not addressed in the Help site, click on the "HELP" link in the upper right hand corner and submit a ticket, or email ilab-support@agilent.com.