Internal User Instructions

To register for an account:

To get started, you must register for an account:

1. Navigate to the core page: https://unimelb.ilab.agilent.com/service_center/show_external/4505
2. In the upper-right-hand corner of the screen where it says, 'Welcome University of Melbourne user, please click here to login or register,' select the ***click here*** link
3. You will be directed to an authentication page where you will need to enter your University of Melbourne 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 need to 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 UoM Account String for your use.

To Create an Equipment Reservation:

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

1. Navigate to the core page: https://unimelb.ilab.agilent.com/service_center/show_external/4505
2. At the upper right hand of the page where it says, 'Welcome University of Melbourne user, click here to log in or register,' select **click here**.
3. Enter your University of Melbourne credentials and password, and sign in.
4. 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.
5. 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 UoM Account String, you can create service requests.

1. Navigate to the core page: https://unimelb.ilab.agilent.com/service_center/show_external/4505
2. At the upper right hand of the page where it says, 'Welcome University of Melbourne user, click here to log in or register,' select **click here**.
3. Enter your UoM Account Number and password, and sign in.
4. Select the *Request Services* tab and click on the 'Request Service' button next to the service of interest.
5. You will be asked to complete a form before submitting the request to the core.
6. 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.

Help article on [Registering with iLab](#)

Familiarize yourselves with the iLab's [Overall navigation](#)

Additional help

More detailed instructions can be found by clicking on the "HELP" link in the upper right-hand corner or by navigating to [help.ilab.agilent.com](#). 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](#).

Workflow Steps – Submit request for Training

1. Log in to Chemical and Biomedical Engineering core
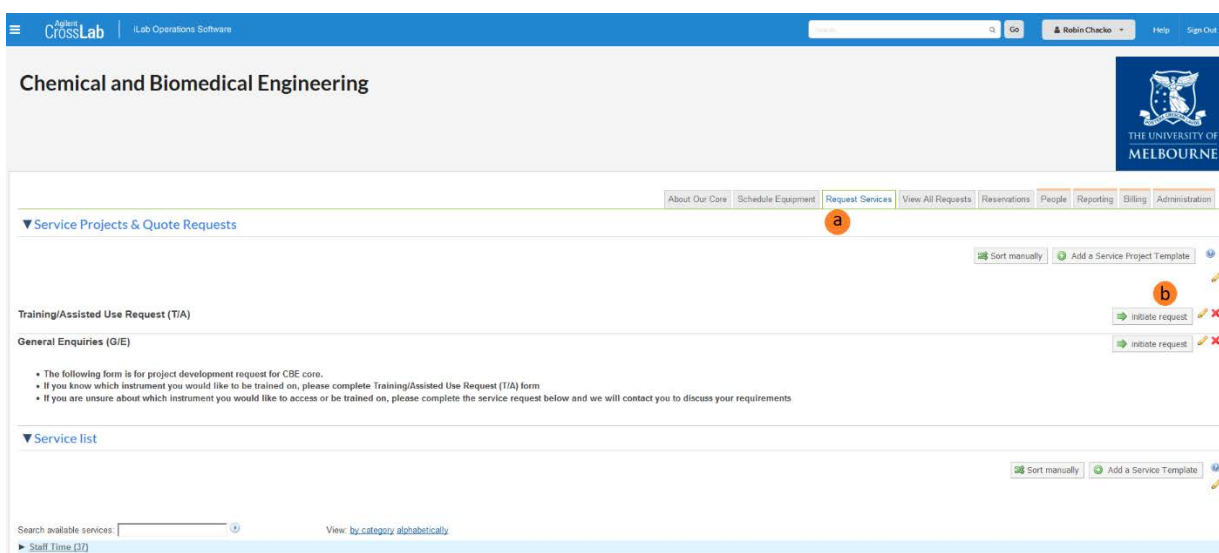
    a. Click on Request Services tab

    b. Open Training/Assisted Use Request form by clicking Request Services

    f. Select the training radio button

    g. Choose the date and time as discussed and indicate the expected duration

h. Select the appropriate instrument category from the drop down

i. This will list all the instruments in that category
j. Select the required instrument
k. The names of the instrument supervisors assigned to the instrument will appear
l. Change '0' to '1' for the supervisor that will be conducting the training
m. Click 'add selected services' against every supervisor

2. The cost section will give the predicted cost.

    Note: This will list the cost of the staff time for the training session only.

3. Confirm payment details in the Cost section and Submit

    The instrument supervisor will review the request and add the instrument booking. Once the instrument supervisor confirms the instrument booking the total cost will include the cost of staff time and instrument usage fees.

4. This will send the request to you to review the total cost and approve before you can begin work on it. You need to login and 'Submit' the request to the core.

5. If you have discussed the costing with the instrument supervisor and they are submitting the request on your behalf, then they can skip approval and make the booking so you can begin work on it.