

## iLab Registration

iLab is the new online equipment scheduling and billing software for MSE.

To access MSE equipment, you will need to create an iLab account and request access to your PI's lab. The lab coordinator will then approve you and assign you your account number for this course.

**You cannot use MSE equipment until this process is completed.**

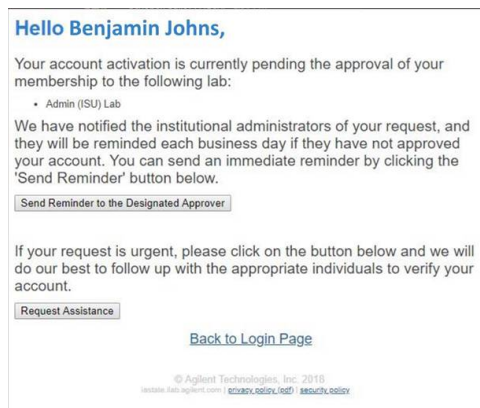
To register, begin by navigating to [https://iastate.ilab.agilent.com/service\\_center/show\\_external/4532](https://iastate.ilab.agilent.com/service_center/show_external/4532) in your web browser and create a user name and password **using your Iowa State email address.**

Upon first login to iLab, you will be prompted to enter information about yourself. **For PI/Group, select your PI's name or if you are a student in an MSE course who is using iLab in that course, choose "Mat E ### Course Members"** where ### is the course number, and enter your preferred email address and phone number. Please be sure to double check the spelling of your email address. Then click **register**.



The screenshot shows the 'iLab Account Registration' page. It includes a greeting 'Hello Bailey Schober,' and a welcome message 'Welcome to iLab! Please choose your PI or group to get started!'. The form fields are: 'PI/Group' (a dropdown menu with the placeholder 'Please select your lab/PI ...'), 'First Name', 'Last Name', 'Email', and 'Phone number'. There are 'register' and 'cancel' buttons at the bottom right. At the bottom of the page, there is a copyright notice for Agilent Technologies, Inc. 2010 and links to 'privacy\_policy.pdf' and 'security\_policy.pdf'.

At this point, you will be presented with a message alerting you that account activation is pending approval from your PI. Feel free to close out at this time. Once your PI approves you (and assigns you access to funds) you will be able to use iLab!



The screenshot shows a message titled 'Hello Benjamin Johns,'. The text reads: 'Your account activation is currently pending the approval of your membership to the following lab:'. Below this is a bulleted list: '• Admin (ISU) Lab'. The message continues: 'We have notified the institutional administrators of your request, and they will be reminded each business day if they have not approved your account. You can send an immediate reminder by clicking the "Send Reminder" button below.' There is a 'Send Reminder to the Designated Approver' button. The message concludes: 'If your request is urgent, please click on the button below and we will do our best to follow up with the appropriate individuals to verify your account.' There is a 'Request Assistance' button. At the bottom, there is a 'Back to Login Page' link and a copyright notice for Agilent Technologies, Inc. 2010 with links to 'privacy\_policy.pdf' and 'security\_policy.pdf'.

Once you are approved you as part of your PI's lab or the MSE Courses (ISU) Lab, you can navigate to the MSE & Boyd Lab Facilities core and view the equipment calendars and reserve time under the MSE Resources tab:

<https://iastate.ilab.agilent.com/sc/4532/mse-boyd-lab-facilities/?tab=equipment>