iLab Login & Scheduling for Lab Course Instructors:
Using iLab to schedule lab rooms, schedule class equipment use, block others from using equipment during lab time, how to view calendars at a glance, and how to start the reservation during class to enable the equipment.

1. Log into iLab
   To do this, begin by navigating to iastate.okta.com in your web browser. Works on mobile devices too!
   Once signed into Okta, click the iLab icon.

   If the iLab icon does not appear as an app in Okta, you can add it by clicking on Add Apps and adding iLab Solutions.

2. Find Calendar
   Once signed into iLab, find the MSE equipment calendars by clicking the MSE Resources tab.
Scroll down to the Room Reservation category and click on it to expand the list of labs available to schedule.

Once the calendar has been found, click View Schedule.

**Pro Tip:** If you will be reserving multiple rooms, you can right-click on “View Schedule” and open it in a new tab. That way you don’t have to wait for the MSE Resources page to reload after each room is scheduled. You can continue to open the calendars in new tabs. This will save time.
3. Schedule Time

The calendar for the equipment selected is then displayed. **Schedule time** by clicking, holding the mouse down, and dragging directly on the time slot desired.

If you also have a research lab, you will have to choose the correct lab for your teaching use. Choose “MSE Course Instructors (ISU) Lab” as your Lab from the dropdown menu. If you do not have your own research lab, you will not see this box before you can fill in the reservation details in the next step.

Click Next.
A window pops up to finalize the time selected, equipment to reserve, and funding accounts to be used.

If you need to edit the Start or End time of the reservation:

- Click on the yellow pencil next to the scheduled times in the “Times” section.
- Edit the times using the drop-down menus.
- Click on the Green Check Mark to accept the times.
- Hint: do not wait for the spinning wheel near the bottom of the screen to stop spinning, it will spin until you click on the Green Check Mark.
4. Book or Block Equipment

To either book equipment to use during class, or to block equipment from being used by researchers during class, check the Reserve box under the “Reserve time on a linked schedule” section.

**Pro Tip:** only reserve equipment use for class this way if you intend to use the equipment for the entire class period. Otherwise, make a separate equipment reservation on the corresponding calendar so that you don’t overpay.

Once you check the Reserve box, you can choose the usage rate from the dropdown menu beside the piece of equipment.

**Unassisted Use = the hourly rate to pay if your class will use the equipment**
Take Offline During Class = the class will not be using this equipment, but you don’t want researchers to be able to use the equipment during class.

Maintenance = for lab staff use only

**Pro tip:** You can book recurring reservations for a room or you can reserve, but you can’t choose both on the same reservation. You can only choose one or the other of those options.

5. **Choose the Worktag and Enter the Department Detail**

Choose the Worktag available and enter the Department Detail. The Department Detail is necessary for tracking how much of our lab course fees have been spent. You will be given the DD for your course, please use it every time you book equipment.
You can now click on Save Reservation. At this point, the reservation is booked and you may log out.

6. Viewing Reservations for Multiple Pieces of Equipment on iLab:
You can view all of the rooms or equipment you booked at a glance using the “Reservations” tab.

Once logged into iLab, from the Home Page, use the hamburger menu in the top left corner of the screen to navigate to “Core Facilities”

In Core Facilities, choose “MSE Characterization Lab Facilities” from the list.

From the tabs in the upper righthand corner, choose “Reservations”
Use the equipment Checkbox Menu on the righthand side of the screen to select which equipment you would like to see reservations for. You can also navigate to see different dates using the arrows by the date and the “one day”, “three day”, or “week” view.

7. **Begin equipment usage**

You do not have to begin the reservation for the room reservation. You will need to Start the reservation for any interlocked equipment you want to use during class. When you are ready to begin using the machine, log into iLab (shown in Step 1) and select **Kiosk**.
Kiosk Mode opens. Find your reservation and click **Start**.

The timer starts. You may leave this window open, or Log out & use equipment if someone else needs to use the computer you are logged into iLab with.

8. **Stop Usage**

When you are finished using the equipment, log back into Kiosk Mode (Step 4). Select **Finish**.