

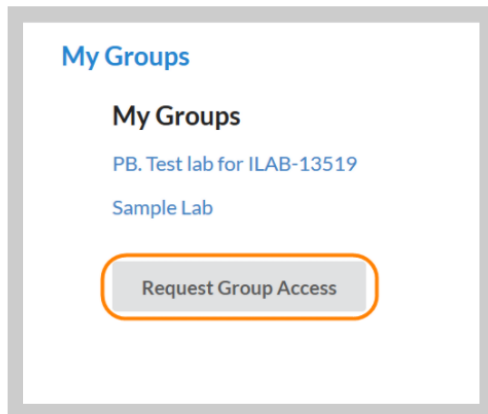
### To register for an iLab account:

1. Navigate to the core page:  
[https://uncch.ilab.agilent.com//service\\_center/show\\_external/5725/pathology\\_services\\_core](https://uncch.ilab.agilent.com//service_center/show_external/5725/pathology_services_core)
2. In the upper-right-hand corner of the screen click 'Login,' and select the **click here** link if you are part of the institution
3. You will be directed to an authentication page where you will need to enter your UNC-CH 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 Chartfield String for your use.

### To request group access:

## Update Group Membership

If you need to join a group or add an additional to your account click on the *My Groups* link in the [left side navigation menu](#). Once on this page click on the button *Request Group Access*.



This will then give you a window to select your Institution and then your group. When you have the correct options selected click the button Request Access.

**Request Group Access**

**Institution \***  
Help Site Documentation Institution

**Group \***  
Admin Lab (HSDI)

Cancel Request Access

After you have requested access the group's PI and/or Lab Manager will receive notification and have the ability to [approve your access](#). You will receive a notification once your request has been approved.

If you need to be [removed from a group/lab](#), contact the PI or Lab Manager.

If you are a PI or Lab Manager you can manually add users to your group/lab on the [Members tab](#) on the lab's page.

**TO POPULATE THE CORRECT INSTITUTION, YOU MUST TYPE "UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL" NOT UNC-CH**

If you are adding yourself to the Santos Lab:

**Request Group Access**

**Institution \***  
University of North Carolina at Chapel Hill

**Group \***  
Santos, Charlene (UNC-CH) Lab

Cancel Request Access

## To Create a Service Request:

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

1. Navigate to the core page:  
[https://uncch.ilab.agilent.com//service\\_center/show\\_external/5725/pathology\\_services\\_core](https://uncch.ilab.agilent.com//service_center/show_external/5725/pathology_services_core)
2. At the upper right hand of the page where it says, 'Welcome UNC-CH user, click here to log in or register,' select **click here**.
3. Enter your UNC-CH Credentials 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.

## PI Email:

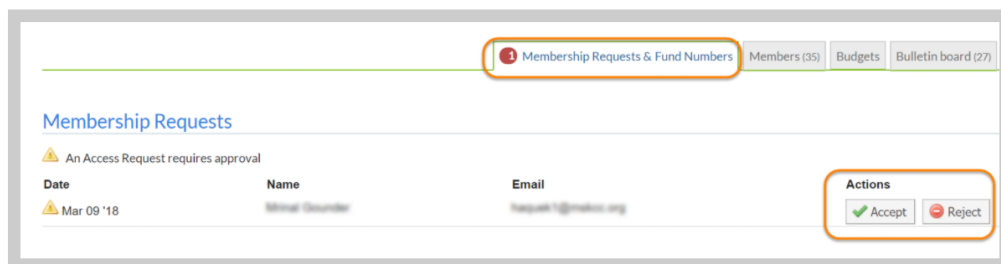
Dear PI,

The Pathology Services Core recently implemented use of the iLabs platform for service requests and billing. To provide you seamless services in your use of multiple core facilities (PSC & YOUR CORE) I must request access to your iLabs group. The process to accept my membership request and assign an appropriate chartfield string are straightforward. Please see these step-by-step directions below:

<https://help.ilab.agilent.com/36900-managing-your-group/279959-membership-requests-fund-numbers>

## Accept/Decline Membership Requests

During the registration process, certain institutions allow users to select the PI they work with. When a user selects you as their PI, you will see a membership request at the top of the page.



You can choose to 'Accept' or 'Reject' the membership request. If accepted, the user will be added to your group/lab. You will then be able to assign funding to your user.

Note that you can also manually add members to your lab, provided they already are registered with iLab, as discussed in the [Members](#) article.

## Assign Fund Numbers

Adding or removing fund numbers for each of the lab members can be done in the *Manage Fund Numbers* section of the tab. To assign a fund number to a user, click the check box of the fund number in the row of the user you wish to assign to. To remove a fund number, click on the check box to remove the check.

### Manage Fund Numbers

Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change.

Name	Default Fund Number	22123	23544
Sample PI	<i>None</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sample Manager	<i>None</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sample Member 1	<i>None</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sample Member 2	<i>None</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Default fund numbers can be assigned for each group member by clicking on the "Default Fund Number" column for that user. If a default fund number is assigned, this will be used for every request the member makes unless they actively select a different fund.

## Register for iLab

Fill out all fields to create a new account. Please note that information entered here is for the iLab service.

\* PI/Group

Please select your lab/PI ... ▼

\* First Name

Aliah

\* Last Name

Hackney

\* Email Address

anhackne@ad.unc.edu

\* Phone Number

Phone Number

Cancel

Register

Your account activation is currently pending the approval of your membership to the following lab:

- Santos, Charlene (UNC-CH) Lab

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.

[Send Reminder to the Designated Approver](#)

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.

[Request Assistance](#)