# University of California, Merced: Registration Guide

## Registration Process for Internal Users

1. Navigate to the following URL into your browser: https://ucmercedcores.ilab.agilent.com/account/login
2. Bookmark this URL for future use.
3. Once on the iLab login page, select 'Sign in using University of California, Merced credentials.'
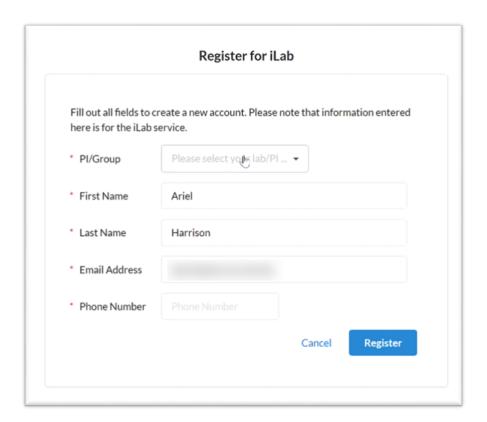4. At this point you will now be prompted to provide your UC Merced username and password.

a) If this is your first time logging in, once you authenticate you will be directed to a registration page.

i. First select the appropriate **PI/Group** from the first drop down.

### 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      Ariel

* Last Name      Harrison

* Email Address

* Phone Number      Phone Number

Cancel     **Register**

ii. Your first name, last name, and email address will be pre-filled. Complete any remaining fields that have not been pre-filled, such as phone number.

iii. Click '**Register.**' The next page you see will be the "Greeting Page"

iv. The PI you selected has been sent an email informing them that they need to approve your account.

**Hello Ariel Harrison,**

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

- Brekke, Mallie (UCMerced) 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

Back to Login Page

> **v.** The PI is reminded each business day but you have the opportunity to send an additional reminder.
> **vi.** You will also receive a Welcome email with brief getting started instructions.



**Welcome to iLab at University of California, Merced.**

University of California, Merced is excited to launch a web-based tool to help manage central resources at the institute. We will be rolling out the software in several phases. You have completed the first step to accessing the current wave of cores. Your PI has been notified to accept your lab membership request.

Getting started with iLab

1. Click here to see the cores available to you: available cores
2. Login using your University of California, Merced username and password. (IMPORTANT: On initial login, set your account time zone, click 'update time zone'.)
3. Select a core from the list of cores at University of California, Merced
4. Once on the core's page, click the 'about' tab to learn more about the available services.
5. To request services from the core, click the 'request services' tab.
6. To schedule equipment, click on the 'schedule' tab (tabs may be named differently for some cores).

For detailed instructions, click on 'HELP' at the upper right of the iLab application to submit a support ticket or access online help articles.

If you have any questions, concerns, comments or suggestions, please use the 'leave feedback' link in the upper right hand corner once you are logged in. Alternatively, you can email us at ilab-support@agilent.com.

Best wishes, The iLab - University of California, Merced Team

> **vii.** Once your account has been approved you will receive an email to notify you.
> **7.** Now you can login following steps 1-4 to utilize the core facilities within iLab
> **8.** Once logged in you will be on the iLab homepage dashboard. Make sure to set your time zone!