

iLab onboarding for new faculty who will be PIs for an iLab research group.

First, you must register for iLab.

1. Navigate to iLab website: <https://mcw.ilab.agilent.com/>
2. Select "Sign-up" and click the blue [here](#) link in the MCW user section.
3. Enter your MCW credentials at the OneLogin screen.
4. Select "Admin (MCW) Lab" from the drop-down list and enter your phone number.
5. Submit the completed registration form.
6. Notify ilab@mcw.edu that you have registered for the "Admin (MCW) lab" and that you want a new lab created for you in iLab and under which department the lab should be assigned.
7. The MCW iLab team will create the lab and associate your account with that lab.
8. Once the lab is created in iLab, the PI can ask lab members to register for iLab and choose that lab during their registration process. The PI will receive notice to accept members into the lab.
9. If lab members were already registered for iLab prior to the lab creation, they can be added to the lab using the "Link Existing User" button on the "Members" tab of the lab's iLab page.
10. The PI, a designated lab manager, or and admin can assign and edit roles for lab members using the edit membership icon  and can grant the ability to order.
11. A lab manager can also be designated as the Core Financial contact, which will send invoices to that user. (see below)
12. Project based funding that has the PI as the designated recipient should auto-populate from Oracle within 24 hrs of the lab's creation. Grant Ledger accounts need to be pushed from Oracle by a Departmental Administrator. Once the funding is in place, they can be assigned to members of the lab from the lab's "Membership Requests & Projects or General Ledger Accounts" page by using the checkmarks next to lab members. The PI has all funds active by default.

Edit membership

Person Information

Email

Institutional e-mail is preferred

Phone number

1235559999

Group Information

Auto Approval Amount

Association Information

Permission

manager

☐ Can order?☐ Core Financial Contact?

Start Date

End Date 