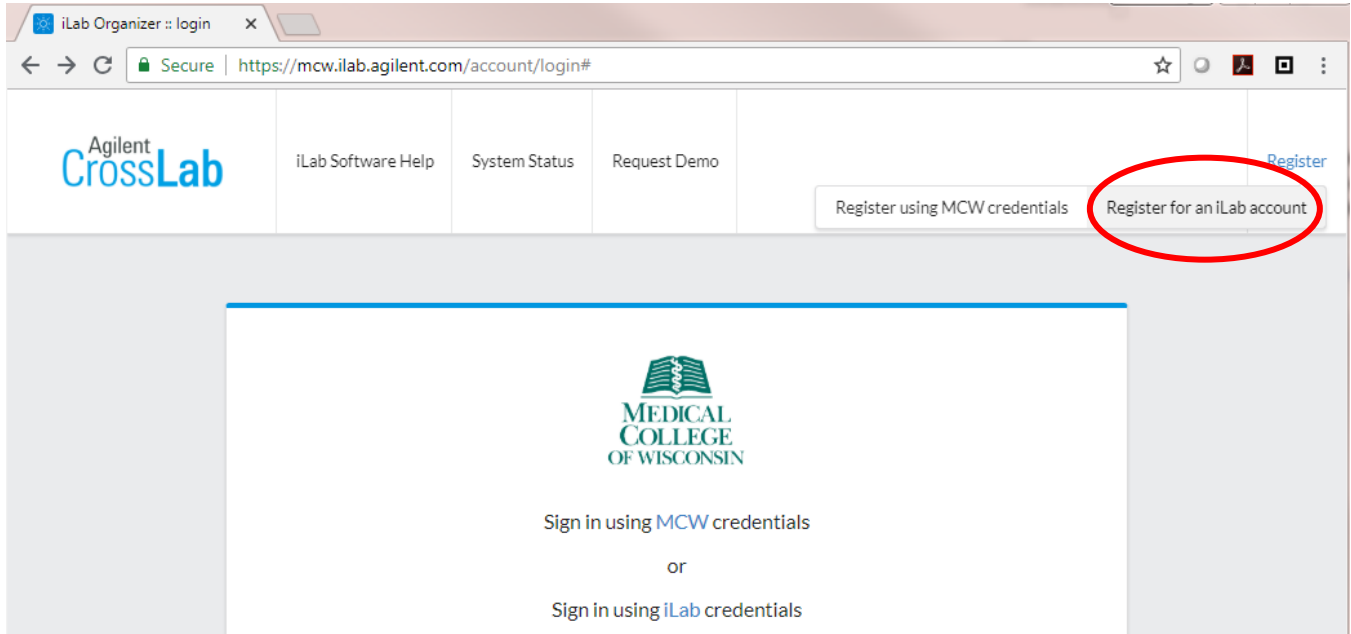


Start

From the core link, you will be taken to an iLab log-in page. Click the Register link in the upper right-hand corner, then select the option to Register for an iLab account.



Enter your e-mail address, verify the CAPTCHA requirement and agree to iLab's privacy and security policies.

The registration form is titled "You are requesting access to the Help Site Documentation Institution's service centers." It includes a progress bar with four steps: Start, Personal Information, Group Associations, and Billing Information. The Start step is active. Below the heading is a text input field for "Please enter your institution email address". There is a reCAPTCHA "I'm not a robot" checkbox and a checkbox for "I agree with iLab's privacy and security policies". At the bottom right are "Cancel" and "Continue" buttons.

Personal Information

The second step of the process requires you to complete your personal information. The institution field may be pre-populated based on the e-mail address, otherwise begin typing to find your institution. If your institution is not listed, you may submit a request to create it by typing the name and selecting the (create new) option.

The screenshot shows a web form with a progress bar at the top containing four steps: Start, Personal Information (highlighted with an orange border), Group Associations, and Billing Information. The main content area has the heading "You are requesting access to the Help Site Documentation Institution's service centers." Below this are five input fields: "First Name" (with a search icon), "Last Name", "Phone Number", "I am affiliated with the following institution" (with a dropdown arrow), and "What is your primary role at the above?" (with a dropdown arrow). At the bottom right are three buttons: "Cancel", "Back", and "Continue".

Group Associations

The third step prompts you to indicate the Lab you are associated with. You may enter the PI name or financial approver and the system will search for a group meeting that information. If there is no existing Lab/Group yet, you can use "Create New Group" to create a new Lab/Group.

The screenshot shows a web form with a progress bar at the top containing four steps: Start, Personal Information, Group Associations (highlighted with an orange border), and Billing Information. The main content area has the heading "You are requesting access to the Help Site Documentation Institution's service centers." Below this is one input field: "What lab or research group are you associated with?" (with a dropdown arrow). Below the input field is a hint: "Hint: You can also search using your PI or Manager Name". At the bottom right are three buttons: "Cancel", "Back", and "Continue".

Billing Information

The fourth step may not be required for the institution you are registering with, in which case you would have been prompted to complete the process after the "Group Associations" step. However, if Billing Information is required, you will be prompted to enter the full address of your institution.

The screenshot shows a web form titled "Billing Information" in a progress bar at the top. The progress bar includes steps: "Start", "Personal Information", "Group Associations", and "Billing Information" (which is highlighted). The main content area has the heading "You are requesting access to the Help Site Documentation Institution's service centers." Below this is a red note: "Billing information is required for core facilities to be able to charge when necessary." There is a checked checkbox "Associate new billing address to my account". The form contains several input fields: "Billing Contact Name" (with a dropdown for "Institution / Department"), "* Billing Address" (with a dropdown for "Address line"), "* City", "State / Province" (with a dropdown for "Country"), and "* Zip / Postal Code". At the bottom, there is an unchecked checkbox "Add shipping address if different from billing" and three buttons: "Cancel", "Back", and "Complete".

After the final step, your registration can be completed. If your registration meets the following conditions, it will be completed momentarily, you will receive a confirmation e-mail and the PI and Lab/Group managers will be notified:

- The institution you are registering with already exists in iLab
- The registration e-mail address matches a known institutional domain
- The Lab/Group you are registering with already exists in iLab

If these conditions are not met, your registration will be manually reviewed and account creation (or rejection) may take up to 24 hours.

For help, contact research@mcw.edu.