

UCSF: User's Account Guide

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Registration Process for Internal Users

1. Navigate to the following URL: <u>https://ucsf.ilab.agilent.com/account/login</u>

2. Bookmark this URL for future use.

3. Once on the iLab login page, select 'Sign in using University of California San Francisco credentials.'

4. At this point you will now be prompted to provide your UCSF username and password.







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University of California San Francisco		About UCSF	Search UCSF	UCSF Medical Center
MyAccess STAGE				
LOGIN	TERMS OF SERVICE HELP			
	Agilent Technologies, Inc.			
Cros	SSLab iLab Solutions Staging			
PROTE				
1	word	4	2	
3	LOGIN		2	
	Remer	nber me? 🗹		

a) If you have already registered for an account, you will be brought directly into iLab. If this is your first time logging in, once you authenticate you will be directed to a registration page.

i. First select the appropriate Pl/Group from the drop-down menu.

here is for the ILab s	reate a new account. Please note that information entered ervice.
• Pl/Group	Please select your lab/Pl
 First Name 	
* Last Name	
Email Address	
 Phone Number 	Phone Number





- **ii**.Your first name, last name, and email address will be pre-filled and cannot be edited during registration. 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" informing you that your account is pending approval.
- **iv.** The PI you selected has been sent an email informing them that they need to approve your account.

Hello	,
Your account a membership to	ctivation is currently pending the approval of your the following lab:
	(UCSF) Lab
We have notifie they will be ren your account. Y 'Send Reminde	d the institutional administrators of your request, and inded each business day if they have not approved ou can send an immediate reminder by clicking the r' button below.
Send Reminder to th	e Designated Approver
If your request do our best to f account.	s urgent, please click on the button below and we will ollow up with the appropriate individuals to verify your
Request Assistance	
	Back to Login Page
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- **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.
- 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 at UCSF within iLab

8. Once logged in you will be directed to the iLab homepage dashboard. Make sure to set your time zone!

If Your Account Already Exist

Several users have iLab accounts, but their employee ID is not associated with their account. If your account already exists and you attempt to register you will receive an error stating that your email address already exist. Then you will follow the steps to claim your account. When claiming your account your employee ID will be associated with your





account. After you have gone through the claim account process you will be able to login to iLab.

How to Find your EmployeeID

If you have reached out to iLab support for assistance and they ask for your EmployeeID. there are a few ways to locate your UCSF ID number. One way is from the MyAccess home page - at the top click MyID as pictured below, your ID number should appear next to your name. You can also contact your department manager or IT representative to locate your ID number which is required for a new MyCORES account.

My ID 🖸 Hello,

Registration Process for External Users

Registration Process for External Users

- 1. Navigate to the following URL: <u>https://ucsf.ilab.agilent.com/account/login</u>
- 2. Once on the iLab login page, select 'Sign-Up' in the upper right-hand corner.
- 3. Select the option 'Not a University of California San Francisco user?'
- 4. If you do not have an iLab account already iLab will direct you to register.
 - a. Note: If you are part of another institution that has an ID/SSO integration with iLab, you will be brought to their customized login page and process.
- 5. Within the registration process you will provide general information about yourself, PI contact information, and billing information.*See notes on Institution below.
- 6. For Group Associations > If there is a lead investigator with an iLab account under which you should be listed, search and select them here. If not, select 'Create new' and you will have your own lab to be used when requesting services. (see screenshot)

Start	Personal Information Group Associations	3illing Information					
You are requesting access to the University of California San Francisco's service centers.							
	* What lab or research group are you associated with?						
	Testing Lab	٩,					
	Create New Group Cancer Back	Continue					





*Notes on Institution: If a match does not appear after searching your institution or company, begin typing the Institution or Company Name, notice input here is listed with (Create New) - this input will reflect the institution name going forward and is difficult to update.

itart	Personal Information	Group Associations	Billing Information
	You are red University of Californi	questing access to the ia San Francisco's service o	centers.
	* First Name		
	UCSF		
	* Last Name		
	Test		
	Phone Number		
	• I am affiliated with the following instit	ution	
	Please type the name of your instit	ution	Ť
	Testing		٩,
	Testing (create new)		
	Others		
	Testing		
	102011/8		
	Testing at VUMC		ontinue
	Testing at VUMC Testing Institutions		ontinue
	Testing at VUMC Testing Institutions Testing University		ontinue

Assigning Price Types to Users

UCSF has 4 different price types/rates that can be assigned to a user. By default internal users, users with a UCSF email address and live within a UCSF lab in iLab, receive the 'Internal' price rate. By default external users, users without a UCSF user and live within a different institution, receive the 'External not for profit' price rate. If a user should receive a different price type/rate that must be assigned on the pricing panel within your





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core. These price types can be assigned to an entire institution, a PI's lab meaning anyone in the PI's lab will receive that price type, and the individual user.

- 1. Navigate to the 'Administration' tab within your core
- 2. Select the first panel called 'Pricing'
- 3. Within the text box begin typing the institution, PI, or user's name
- 4. Within the results find the correct name
- 5. On the far right click the drop down menu to choose the price type you need to assign
- 6. Click 'Share Price'
- 7. The institution, PI, or user then will appear in the list 'existing price permissions' with the price you granted

	About Our Core	Schedule Equipment	Request Services	Studies	View All Requests	Reservations	People	Reporting	1 Adı	ministration
vPricing 2										
Ontrol access to prices										
Add special price access: (minimum of 3 letters needed for r University of California at Sa <u>v Search results</u> 1 results for University of California at Sa: Name	esults))				Acc	ess Leve	19		
University of California at San Diego (Instituti	on) 4					5 Affi	liate	V	share price	6
existing price permissions										
Name (Institute, Lab, Project or Person)					Price Gra	nted			Actions	

