

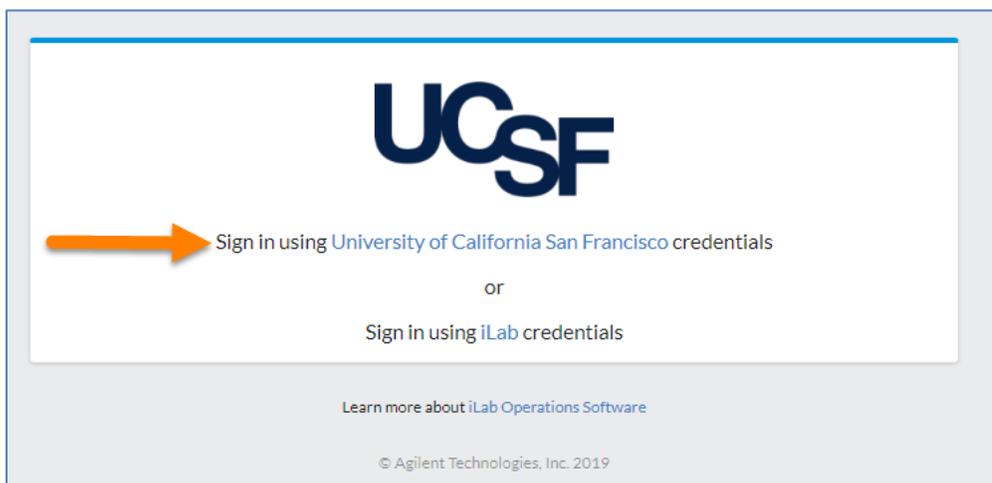
UCSF: User's Account Guide

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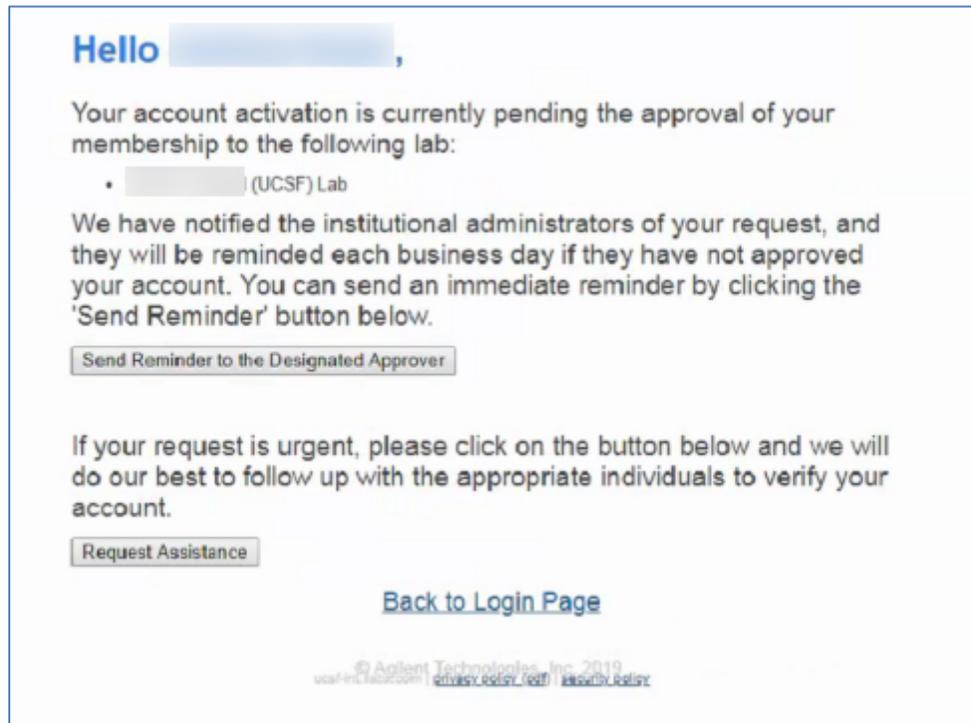
Registration Process for Internal Users

1. Navigate to the following URL: <https://ucsf.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 San Francisco credentials.](#)'
4. At this point you will now be prompted to provide your UCSF username and password.



- 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 **PI/Group** from the drop-down menu.

- 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.



- 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!

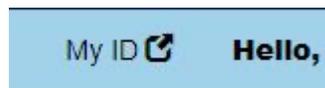
If Your Account Already Exist

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

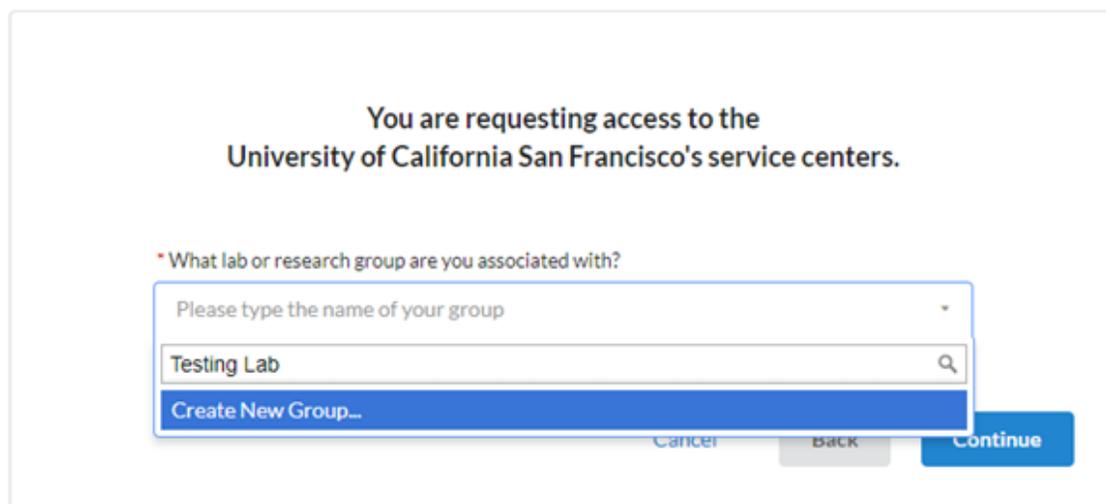
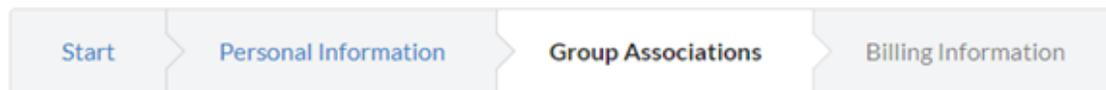
If you have reached out to iLab support for assistance and they ask for your EmployeeID, there are a few ways to locate your UCSF ID number. One way is from the MyAccess home page - at the top click MyID as pictured below, your ID number should appear next to your name. You can also contact your department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



Registration Process for External Users

Registration Process for External Users

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



**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.

Start
Personal Information
Group Associations
Billing Information

**You are requesting access to the
University of California San Francisco's service centers.**

* First Name

* Last Name

Phone Number

* I am affiliated with the following institution

Please type the name of your institution

Testing (create new)

Others

- Testing
- Testing at VUMC
- Testing Institutions
- Testing University
- American Engineering Testing
- American Engineering Testing, Inc.

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

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

The screenshot displays the 'Administration' tab in the Agilent CrossLab interface. The 'Pricing' section is active, showing a search for 'University of California at Sa'. The search results list 'University of California at San Diego (Institution)'. The 'Access Level' dropdown is set to 'Affiliate', and the 'share_price' button is visible. The bottom of the page shows the 'existing price permissions' table header.