Table of Contents

Registration Process
Accessing UNR Cores
Requesting a service
Making a Reservation
Approving Accounts
Paying with a Credit Card
University of Nevada, Reno Core Facility User Instructions

This handbook contains some information for all users and other information that is PI specific. The registration and request portions apply to all users.

Registration Process

In order to register with iLab, please do the following:

1. Go to https://unr.ilabsolutions.com, and click on the green sign-up button on the top right of the screen.

2. This will open a pop up asking you to choose if you are an internal UNR user or an External user. Any user with a NetID in the UNR system will be considered internal.

3. When you choose UNR user you will be directed to the standard UNR NetID Login page.
   a. From here you will enter your institutional credentials
b. Once you’ve entered your NetID and password, you will be directed to a registration page.
c. "Note: In the PI/Group drop down menu, please search and **choose your PI as the lab**.

d. If you do not see your PI’s name in the PI/Group drop down menu send an email to support@ilabsolutions.com with your Name, PI Name and email address, and the core you are interested in using. They will contact UNR administration directly to verify this and create your account.

4. Once you click **register**, your PI will be notified to approve your account request.
   a. Until your PI approves your account request you will see this message upon iLab login.
5. Upon PI approval, you will be able to access and request services from cores. (See ‘Accessing University of Nevada, Reno Cores’ instructions on the following page.)

Accessing UNR Cores

After you have registered and your account is approved, you can access UNR Cores that are live in the iLab system by doing the following:

1. Log into iLab, https://unr.ilabsolutions.com,
2. Click on the list all cores link on the left side of the iLab page.
3. Select the core from which you want to order services.
   *Note: You will only see a list of UNR cores that are live in the iLab system.
   (See ‘Requesting a Service’ instructions on the following page.)

Requesting a service
University of Nevada, Reno Core Facility User Instructions

Once you have selected a core, you can request a service by doing the following:

1. Click on the Request Services tab.
2. On the Request Services page, there will be a list of available request submissions. Click on request service button to the right of the service you would like to request.
3. A submission form will open.
4. Complete the submission form. Be sure to fill in all required fields marked by red stars.
5. Save the completed form.
6. Select the correct Cost Center (If a there are no funds to choose from, please ask your PI to assign you a cost object in iLab.)
7. Select Submit Request to Core button at the bottom of the page.
8. You will receive emails from iLab if actions are required for your request to be processed.

Making a Reservation

1. Once you have selected a core, you can make a reservation by doing the following:
2. Click the Schedule Equipment tab and click on the View Schedule button next to the Equipment of interest. Click and drag on the time frame you would like your reservation for.
3. You will be asked to complete a form and provide payment information for your request before saving the reservation.
4. Your reservation may need to be approved by the core, you can confirm this by viewing your Home page by clicking the Home button on the upper left corner of iLab.

For more detailed instructions on ordering services or scheduling equipment please see our help site - http://help.ilabsolutions.com/

Approving Accounts

PI’s (and/or their lab manager(s)) will need to approve lab members. If the lab member is not approved that member will not be able to request services or reserve time on instruments.

Bookmark: https://unr.ilabsolutions.com, to login to iLab.

1. As a PI or Business Director you will receive an iLab notification email when a lab member is requesting access to your lab.
2. Login to iLab, https://unr.ilabsolutions.com. You will land on your homepage. At the top
University of Nevada, Reno Core Facility User Instructions

of your homepage you will see an “alert” letting you know members have requested access to your lab.

3. Click the link in the “alert” or click My Labs.
4. Click on the “Membership Requests tab.

5. Review requests and deny or approve

Paying with a Credit Card

1. Click on the “Invoices” link on the left hand menu
2. Select the invoice from the list
3. Use the filter panel on the left to search for invoices
4. Click on the magnifying glass to the right of the invoice line to open the detail view
5. Click on “Select Payment Method”
6. Click on dropdown to select Credit Card or PO

7. Select charge type
8. Click on CC Button
9. Fill in CC information
10. Click on Pay Now
### University of Nevada, Reno Core Facility User Instructions

<table>
<thead>
<tr>
<th>Order Information</th>
<th>* Required Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: 6409732</td>
<td>Invoice Number: ICMPBS-695055</td>
</tr>
<tr>
<td>Total: $1.00 (USD)</td>
<td></td>
</tr>
</tbody>
</table>

### Payment Information

- **Card Number:** [Enter number without spaces or dashes]
- **Expiration Date:** [mm/yy]

### Billing Information

- **Customer ID:**
  - **First Name:** Penny
  - **Last Name:** Penny
  - **Company:**
  - **Address:**
  - **City:**
  - **State/Province:**
  - **Zip/Postal Code:**
  - **Country:**
  - **Email:** daniel.thomas@ilabsolutions.com
  - **Phone:**
  - **Fax:**

### Shipping Information

- **Copy Billing Information to Shipping Information**
  - **First Name:**
  - **Last Name:**
  - **Company:**
  - **Address:**
  - **City:**
  - **State/Province:**
  - **Zip/Postal Code:**
  - **Country:**

[Pay Now]