

# iLab - External Non-KI Customer Manual

## Login and registration

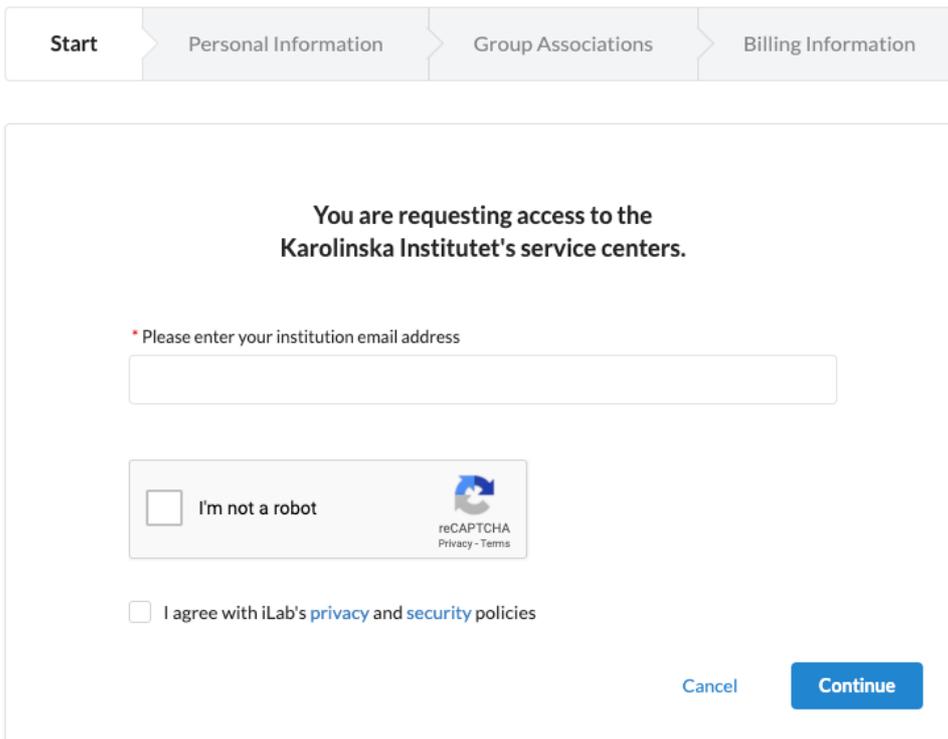
Go to the iLab login page:

<https://karolinska.corefacilities.org>

If you belong to an institution/organization connected to SWAMID, you can choose “Sign in using SWAMID credentials”. A lot of universities are connected to SWAMID.

If you already have an iLab account, you can choose “Sign in using iLab credentials”. If you don’t have an account and can’t use SWAMID, choose “Register” in the top right corner and then “Register for an iLab account”.

Enter your email address and press continue.



The form is a registration page for iLab access to Karolinska Institutet's service centers. It features a progress bar at the top with four steps: Start, Personal Information, Group Associations, and Billing Information. The 'Start' step is currently active. The main content area contains the following elements:

- A heading: "You are requesting access to the Karolinska Institutet's service centers."
- A required field: "Please enter your institution email address" with a red asterisk and an empty text input box.
- A reCAPTCHA widget with the text "I'm not a robot" and a checkbox.
- A checkbox for "I agree with iLab's [privacy](#) and [security](#) policies".
- Two buttons at the bottom right: "Cancel" and "Continue".

Provide your personal information. Enter your institution/company in the “I am affiliated with the following institution” field. If your institution/company doesn’t already exist in iLab, you can register it during the registration process. Press continue once all information is filled in.

Start   Personal Information   Group Associations   Billing Information

**You are requesting access to the  
Karolinska Institutet's service centers.**

\* First Name

\* Last Name

Phone Number

\* I am affiliated with the following institution

\* What is your primary role at Testing Institution?

Cancel

Back

Continue

Search for your lab/research group. If it doesn't already exist, you can register a new one. Press continue to proceed.

Start Personal Information **Group Associations** Billing Information

**You are requesting access to the Karolinska Institutet's service centers.**

\*What lab or research group are you associated with?

Please type the name of your group

Hint: You can also search using your PI or Manager Name

Cancel Back **Continue**

Provide your billing information. Press complete to proceed.

Start Personal Information Group Associations **Billing Information**

**You are requesting access to the Karolinska Institutet's service centers.**

Billing information is required for core facilities to be able to charge when necessary.

Associate new billing address to my account

Billing Contact Name  + Institution / Department

\* Billing Address  + Address line

\* City

State / Province  + Country

\* Zip / Postal Code

Add shipping address if different from billing

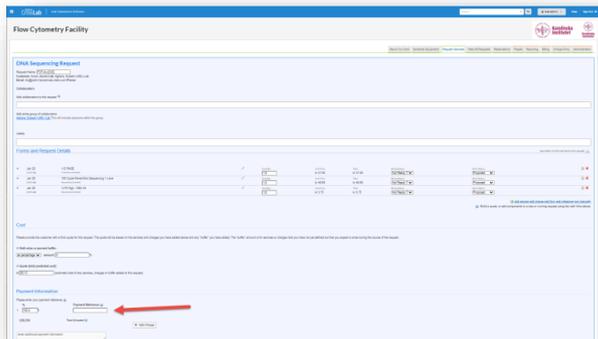
Cancel Back **Complete**

## Payment information

In order to schedule equipment or request services and projects at KI, you will be asked to enter a payment reference (PO number, grant, etc.) that will be used as payment information on invoices in iLab. This will be entered per request and will be a free text entry.

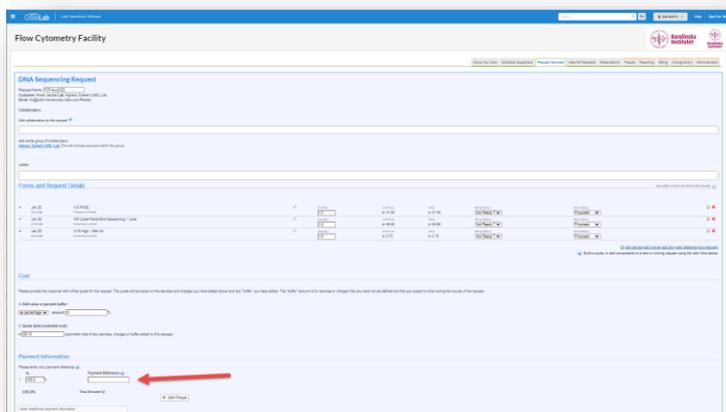
The information can be entered when:

### 1. Making a reservation on a calendar



### 2. Initiating a request for services

### 3. Updating from the View My Requests tab while the Service Request/Project is active by clicking on the dollar sign icon.



## Request scheduled equipment

More detailed information about how to schedule equipment in iLab can be found here:

<https://help.ilab.agilent.com/37179-using-a-core/264636-schedule-equipment>

## Request services and projects

More detailed information about how to request services and projects in iLab can be found here:

<https://help.ilab.agilent.com/37179-using-a-core/265959-request-services>

## **Overview of using a core**

More detailed general information about how to use iLab can be found here:

<https://help.ilab.agilent.com/37179-using-a-core/264646-using-a-core-overview>