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

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.

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

* Billing Address

* City

State / Province

* 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

![Making a reservation on a calendar](image1)

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.

![Initiating a request for services](image2)

Request scheduled equipment

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

Request services and projects

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


Overview of using a core

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