

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.

Start | Personal Information | Group Associations | Billing Information

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

* Please enter your institution email address

 I'm not a robot 
reCAPTCHA
Privacy - Terms

I agree with iLab's [privacy](#) and [security](#) policies

Cancel

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, request services and projects from the core facilities, you need to have a “standing PO” in iLab.

Once you have an active account in iLab, you can send a request to cfm-support@ki.se in order to create the standing PO. Please provide the following information:

- Standing PO name (which also will be used as external reference on the invoice)
- KI customer number (if available)
- Corporate identity number (Swedish: organisationsnummer)
- Lab/research group

Once the standing PO has been created, you will be notified and can start using the services provided by the core facility.

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>