How to get started and place an order using iLab for UPCI Shared Resources

1. Go to the [iLab UPCI Shared Resource Website](#).

2. On your first visit, register for an account:
   a. If you have a pitt.edu email address (UPitt account), you may sign in using the username and password for this account. For example, if your email is abc123@pitt.edu, your username would be abc123 and you use the same password you use to sign in to that email account.
   b. If you do not have a pitt.edu email address (UPitt account), click the REGISTER link in the text "If you don't have an account, please register for an iLab account" and follow the instructions to register.
   c. Follow either step #3 if you are the Primary Investigator or skip to step #4 if you are not below.

3. **If you are the Primary Investigator:**
   a. Important – Please add your billing and shipping contact information. (You will only have to add it once to your profile):
      i. At the very top of the page, click "my profile"
      ii. Click "Billing/Shipping Information"
      iii. Click the "edit" links next to the Billing and Shipping Information headings, enter your information, and save.
   b. You must add the approved account numbers for your lab:
      i. On the left side menu, select "my labs" under the "manage groups" category.
      ii. Select "Membership Requests & Account Numbers" tab.
      iii. Select "Manually Add Account Number."
      iv. You may add as many accounts as you would like.
      v. After adding the accounts, you must check the box to the right of each lab member who may use that fund to request services.
   c. Each lab member will have to request permission to be a part of your lab before they are able to place orders. You will receive notification when someone is requesting permission. To approve or reject them:
      i. On the left side menu, select "my labs" under the "manage groups" category.
      ii. Select "Membership Requests & Account Numbers" tab
      iii. Membership Requests are at the top of the page. You must choose which accounts each member has access to.
   d. When setting up your lab account, you will have to decide how much money your lab can spend without requiring your approval:
      i. On the left side menu, select "my labs" under the "manage groups" category.
      ii. Under "Lab-wide approval settings" enter your "Auto-approval threshold." The default is set at $1000. You may want to increase or decrease this number. Please note: orders will not be processed if they are waiting for PI approval.
   e. Along the lines of above, you have the ability to add other specific budget limits as well:
      i. On the left side menu, select "my labs" under the "manage groups" category.
      ii. Select "Budgets" tab.

        iii. Select "Add New Budget" and follow the instructions.

4. **If you are a member of a lab other than the PI:**
   a. Upon signing in, you must register for an account:
      i. Select your "PI/Group" from the list. If your PI is not already on the list, please contact support@ilabsolutions.com.
      ii. Fill in your name and contact info and click "register."
      iii. You will then be taken to a Welcome screen.
   b. Your PI will have to approve membership to the lab and assign you access to account numbers before you can place orders.
   c. Important – Please add your billing and shipping contact information. (You will only have to add it once to your profile):
      i. At the very top of the page, click "my profile"
      ii. Click "Billing/Shipping Information"
      iii. Click the "edit" links next to the Billing and Shipping Information headings, enter your information, and save.

5. **Ordering**:
   a. On left side menu, select "list all cores" under "Core Facilities" category and choose the appropriate core.
   b. You will be taken to the main facility page where you will be able to review their services, request a service, or reserve time on equipment.
   c. You may view all past and present orders by clicking the "View My Requests" tab.