

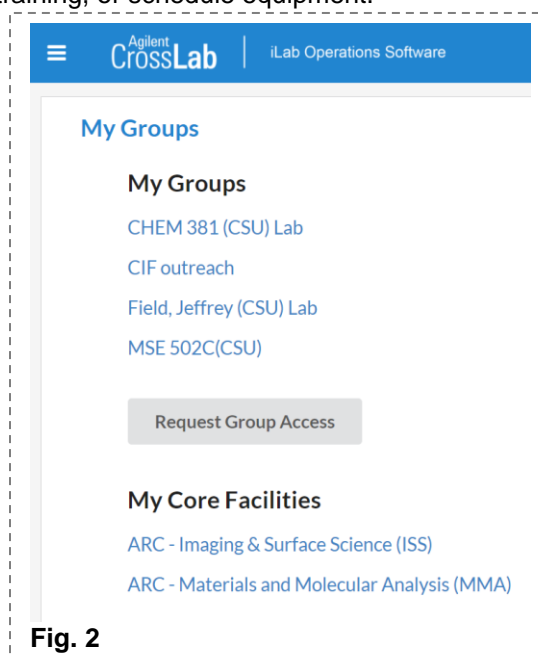
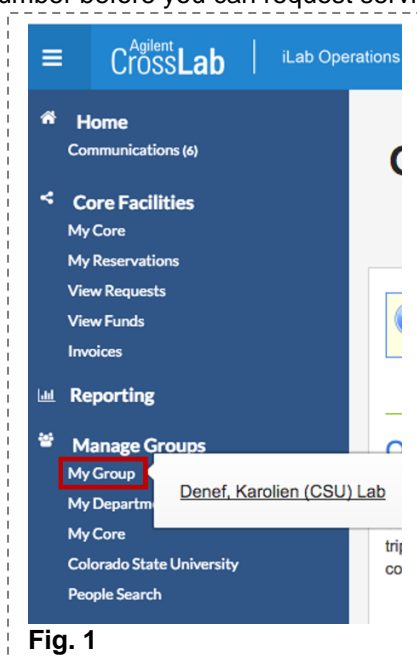
ARC iLab Guide – CSU User

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Account Setup & Joining Group(s)

1. Navigate to the iLab website for the ARC center you use most often:
<https://www.research.colostate.edu/arc/toolbox/>
2. Click the blue **Sign-Up** button and proceed with your CSU eID credentials.
3. You will be directed to an iLab registration page where you will select your PI/Lab and verify your contact information.
4. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab. Your PI will need to log in to their iLab account and approve your membership.
5. **Before you can request training, full service, or book instrument time, your PI will need to assign a financial account number to your iLab account.** Instructions for PIs are given in the guide: ARC iLab Guide – CSU PI.
6. If you need to join multiple research groups, you can request to join multiple PI's labs once your iLab account is set up.
 - Navigate to the main menu at the top left (three horizontal bars) and click **My Groups**. (Fig. 1)
 - Click **Request Group Access**. In the window that pops up, type in Colorado State University for the institution. Then, type in the name of the group you wish to request to join. (Fig. 2)
 - The PI will receive a notification and needs to accept your membership and assign a financial account number before you can request services, training, or schedule equipment.



Request Service or Training

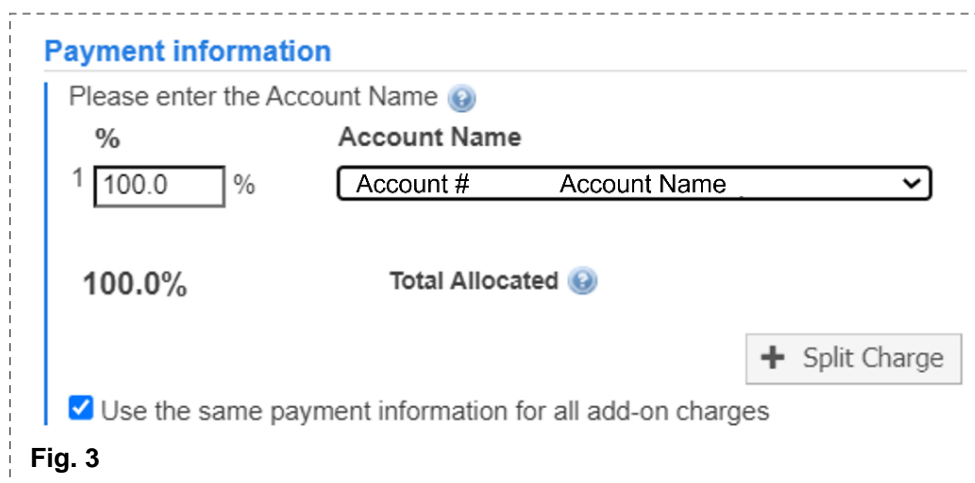
If you require ARC staff to carry out data collection and analysis, submit a service request. If you wish to be trained on an instrument, submit a training request.

1. Navigate to the iLab Portal for the ARC center of interest. <https://www.research.colostate.edu/arc/toolbox/>
2. Log in to iLab with your CSU eID credentials.
3. Select the *Request Services* tab and click on the *Initiate Request* button next to the service of interest.
 - a. General Request Options:
 - i. **Training Request:** if you would like to independently use an instrument, request training.
 - ii. **Full Service Requests:** if you wish ARC employees to perform analysis, please find the request that fits your needs based on the analysis needed.
 - iii. **Course Support Request:** request support from and access to ARC resources for your course.
 - b. If you are part of multiple groups in iLab, a window will open up with a drop-down menu to choose the appropriate group. Different account numbers will be available to you dependent on the group.
 - c. Fill out the form(s) on the request and click *save completed form* for each.
 - d. Choose the appropriate account number under the Payment Information section.
 - e. Click *submit to request to researcher* at the bottom of the page.
 - f. Your request will be pending review by the core. The core will review your request and reach out to you about scheduling instrument time and asking for more information, if needed.
 - g. [Please request to join our Local Research Safety Team](#) in MS teams to view information on instrument training, safety, data analysis, and more.

Create an Instrument Reservation

If you have been trained on an instrument, you can create a reservation to use the instrument.

1. Navigate to the iLab portal for the ARC center of interest. <https://www.research.colostate.edu/arc/toolbox/>
2. Log in to iLab with your CSU eID credentials.
3. Select the *Equipment* tab and click on the name of the instrument or the *View Schedule* button next to the instrument of interest.
 - a. On the calendar, click and drag to select a time frame.
 - b. If you are part of multiple groups in iLab, a window will open up with a drop-down menu to choose the appropriate group. Different account numbers will be available to you dependent on the group.
 - c. The next page will allow you to verify your reservation details and provide payment information before *saving* the reservation. (Fig. 3)



Payment information

Please enter the Account Name ⓘ

% **Account Name**

1 100.0 % Account # Account Name ▼

100.0% **Total Allocated** ⓘ

Use the same payment information for all add-on charges

+ Split Charge

Fig. 3

Use the iLab Kiosk


1. Navigate to the iLab Kiosk for the appropriate ARC Center. Typically, when you log in to an instrument computer, a web browser should automatically open to this site and you'll log in with your CSU eID credentials. Otherwise, you can use the link below or click *Go to Kiosk* under the *Equipment* tab of the ARC center's iLab webpage.
 - a. [ARC-MMA Kiosk](#)
 - b. [ARC-ISS Kiosk](#)
 - c. [ARC-BIO Kiosk](#)
2. If you created an instrument reservation, you will see a list of your reservations under My Kiosk Sessions. For creating a walk-up session in the iLab Kiosk, see instructions under 2b.
 - a. Previously existing instrument reservations:
 - i. Click the green *Start* button at the right for the instrument session you are about to begin.
 - b. Walk-Up Instrument Sessions:
 - i. Select the instrument on the left hand menu. You may need to open a drop down menu.
 - ii. Choose your lab group if you are part of multiple groups. If you are in one group, it will skip this step.
 - iii. A calendar for the availability will appear. Click the green *Create Session* button and select the desired reservation time. Click *Create Session* again.
 - iv. A new page with your reservation details will load. Click the green *Start* button to start the instrument session.
3. You can alter various details about your instrument reservation on this page.
 - a. Payment Information: You can select the appropriate account that should be billed for this instrument reservation.
 - b. Add-on Charges: You may need to select an add-on charge for your reservation. If so, click *Add charge*. Select the appropriate charge from the drop down menu. Enter the quantity and click *save*. (Fig. 4)
 - c. Use Type: You may need to alter the Use Type of your reservation. If so, you can select the appropriate usage type from the drop down menu.
4. If you need to extend your instrument reservation, click the *Extend* button. Select the amount of extra time you need, and click the blue *Extend* button to save. Note: if another instrument reservation exists after yours, you may not be able to extend your reservation time.
5. When you are finished on the instrument, click the blue *Finish* button. Confirm by clicking the green *Finish Session* button.
6. Log off the iLab Kiosk page.

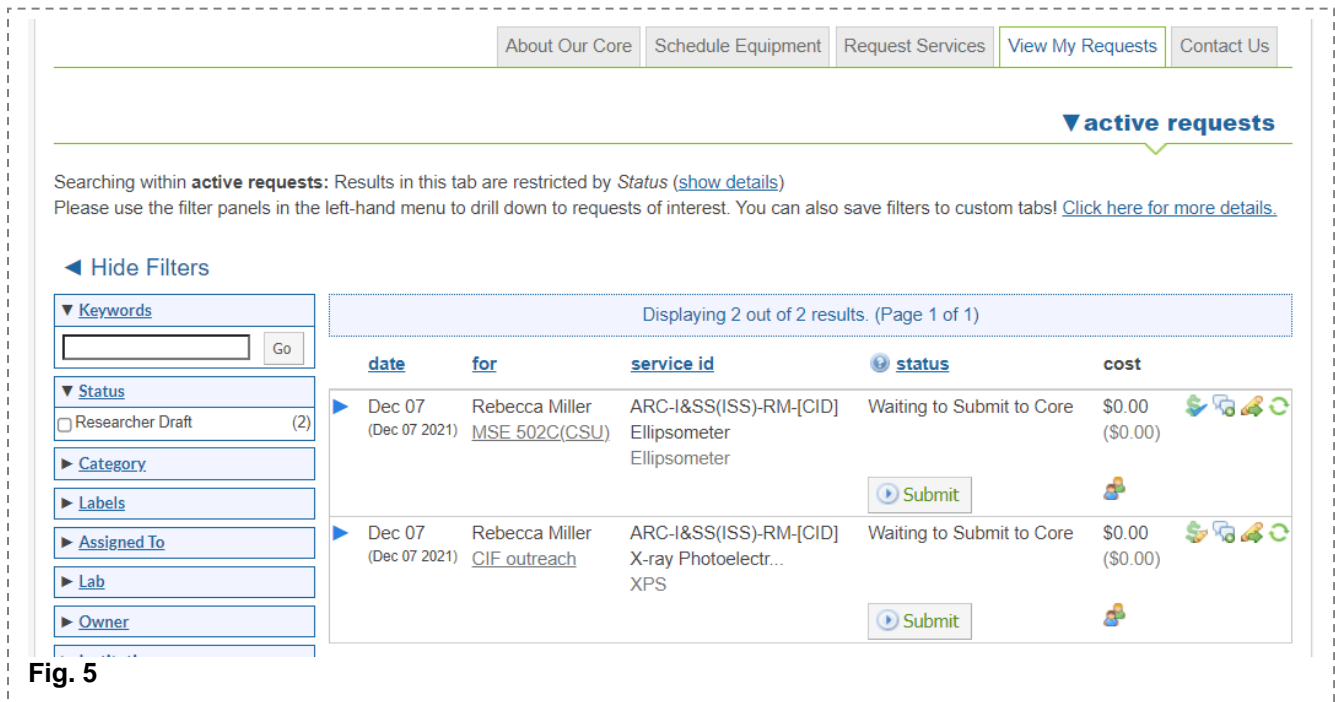
Add-on Charges

Charge	Added	Unit Price	Quantity	Total Price	No Charge
There are no charges.					
Total price: \$0.00				+ Add charge	

Fig. 4

View your Requests

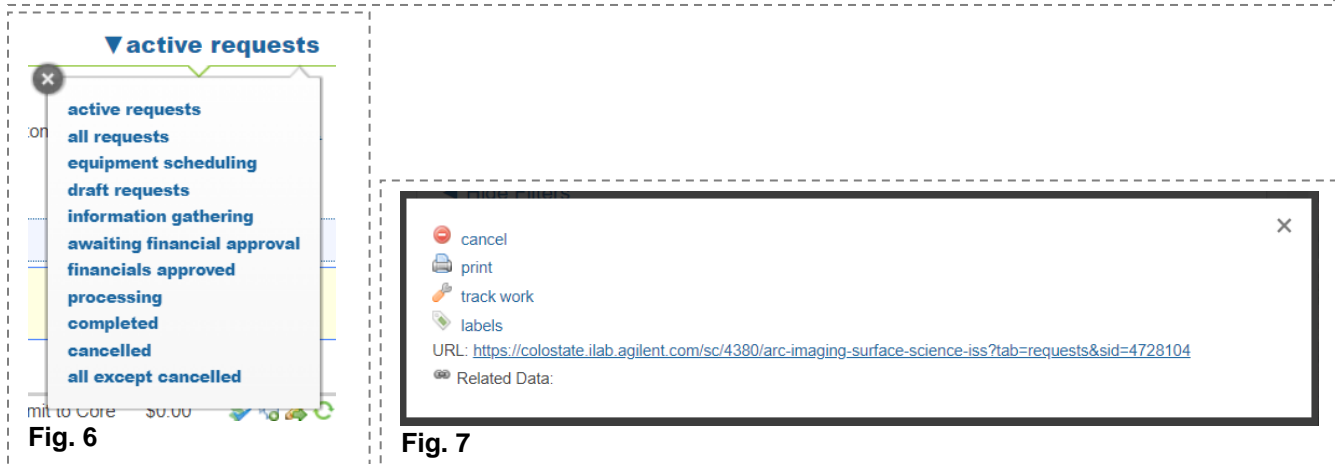
1. You can view your submitted service or training requests under the *View My Requests* tab. (Fig 5)
2. To view the details of your request, click the little **blue triangle** at the top left of the request.
3. You can view your non-active requests (i.e. drafts, cancelled, completed) by clicking on *active requests* at the top right and choosing a different option. (Fig. 6)
4. To cancel a request, click on the **pencil and arrow symbol** on the right side of the request. Then, click *cancel* in the window that opens up and confirm your cancellation. (Fig. 7) 



The screenshot shows the 'View My Requests' page with a navigation bar at the top containing 'About Our Core', 'Schedule Equipment', 'Request Services', 'View My Requests', and 'Contact Us'. Below the navigation bar, there is a section for 'active requests'. A search bar is present with the text 'Searching within active requests: Results in this tab are restricted by Status (show details)'. Below the search bar, there is a filter panel on the left with options for 'Keywords', 'Status', 'Category', 'Labels', 'Assigned To', 'Lab', and 'Owner'. The main content area displays a table of requests with columns for 'date', 'for', 'service id', 'status', and 'cost'. Two requests are shown, both with a status of 'Waiting to Submit to Core' and a cost of '\$0.00'. Each request has a 'Submit' button and a set of icons for actions like cancel, print, track work, and labels.

date	for	service id	status	cost
Dec 07 (Dec 07 2021)	Rebecca Miller MSE 502C(CSU)	ARC-I&SS(ISS)-RM-[CID] Ellipsometer Ellipsometer	Waiting to Submit to Core	\$0.00 (\$0.00)
Dec 07 (Dec 07 2021)	Rebecca Miller CIF outreach	ARC-I&SS(ISS)-RM-[CID] X-ray Photoelectr... XPS	Waiting to Submit to Core	\$0.00 (\$0.00)

Fig. 5



The top screenshot shows the 'active requests' dropdown menu with options: 'active requests', 'all requests', 'equipment scheduling', 'draft requests', 'information gathering', 'awaiting financial approval', 'financials approved', 'processing', 'completed', 'cancelled', and 'all except cancelled'. The bottom screenshot shows a 'cancel' dialog box with options: 'cancel', 'print', 'track work', and 'labels'. The URL is: <https://colostate.ilab.agilent.com/sc/4380/arc-imaging-surface-science-iss?tab=requests&sid=4728104>

Fig. 6

Fig. 7

Questions?

Email your contact within the ARC and our VPR iLab support contact: arc_ilab@colostate.edu

Additionally, more detailed instructions are available on the [iLab Help Site](#). For any questions that are not addressed on the help site, you can also click on the "HELP" link in the upper right hand corner to submit a ticket or send an e-mail directly to support@ilabsolutions.com.