

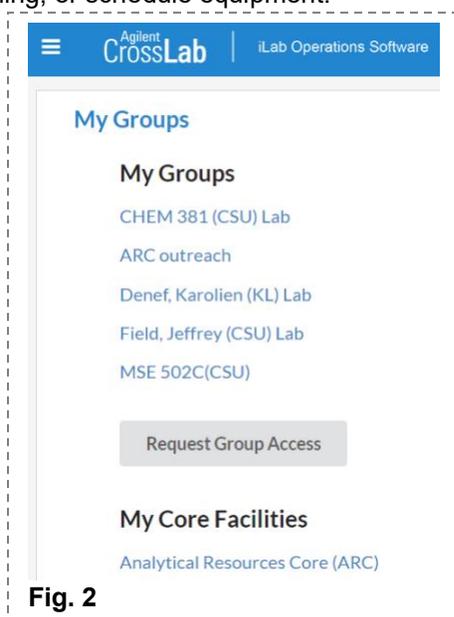
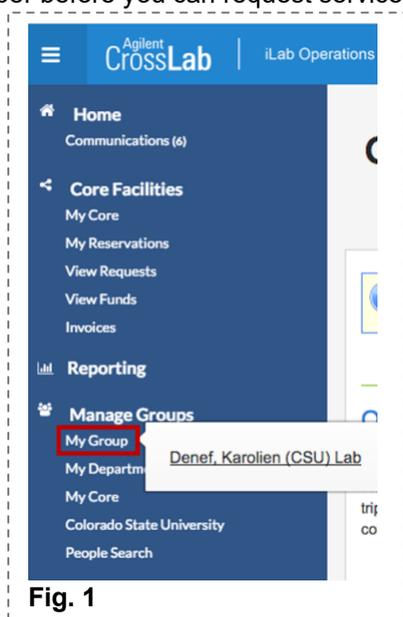
ARC iLab Guide – CSU User

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Account Setup & Joining Group(s)

1. Navigate to the ARC iLab website.
<https://colostate.ilab.agilent.com/sc/5970/analytical-resources-core-arc/>
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

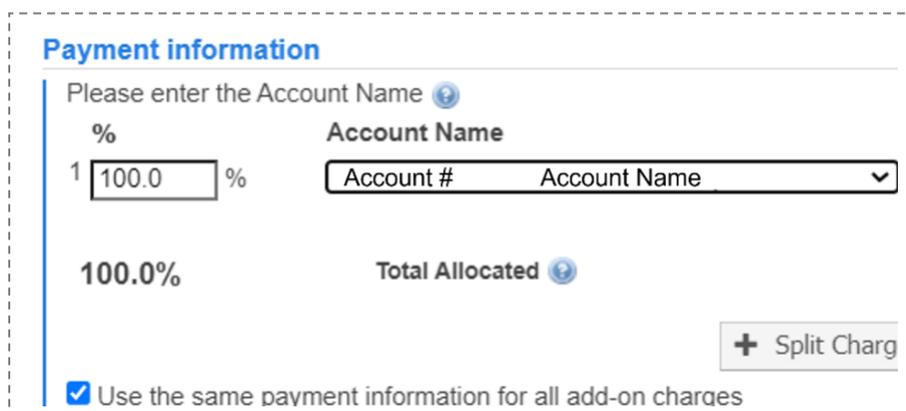
If you require ARC staff to carry out data collection and analysis, submit a service request. If you wish to be trained on an instrument, submit a training request.

1. Navigate to the ARC iLab website.
<https://colostate.ilab.agilent.com/sc/5970/analytical-resources-core-arc/>
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.
 - 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 the ARC Users 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 ARC iLab website.
<https://colostate.ilab.agilent.com/sc/5970/analytical-resources-core-arc/>
2. Log in to iLab with your CSU eID credentials.
3. Select the **Schedule 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)



The screenshot shows a 'Payment information' form. At the top, it says 'Please enter the Account Name' with a help icon. Below this, there are two input fields: a percentage field with '100.0' and a dropdown menu for 'Account Name' which is currently set to 'Account #'. Below these fields, the value '100.0%' is displayed next to a 'Total Allocated' label with a help icon. At the bottom right, there is a '+ Split Charge' button. At the bottom left, there is a checked checkbox with the text 'Use the same payment information for all add-on charges'.

Use the iLab Kiosk

1. Navigate to the iLab Kiosk website. 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 *Schedule Equipment* tab of the ARC iLab webpage.
 - a. ARC Kiosk: https://colostate.ilab.agilent.com/service_centers/5970/equipment_kiosk/dashboard
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.

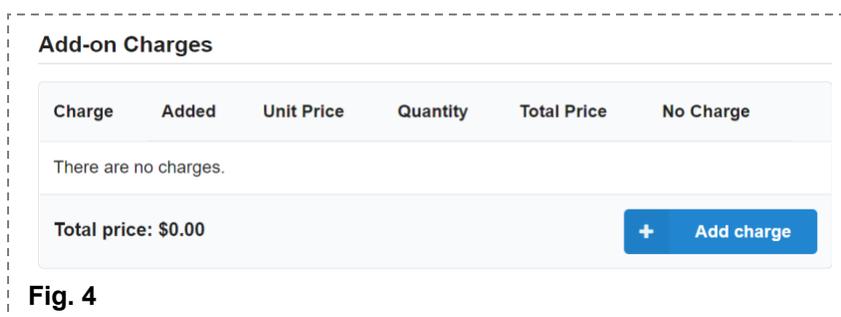


Fig. 4

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) 

[About Our Core](#) |
 [Schedule Equipment](#) |
 [Request Services](#) |
 [View My Requests](#) |
 [Contact Us](#)

▼ active requests

Searching within **active requests**: Results in this tab are restricted by *Status* ([show details](#))
 Please use the filter panels in the left-hand menu to drill down to requests of interest. You can also save filters to custom tabs! [Click here for more details.](#)

◀ Hide Filters

▼ Keywords

▼ Status

Researcher Draft (2)

▶ Category

▶ Labels

▶ Assigned To

▶ Lab

▶ Owner

Displaying 2 out of 2 results. (Page 1 of 1)

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 <input type="button" value="Submit"/>	\$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 <input type="button" value="Submit"/>	\$0.00 (\$0.00)

Fig. 5

▼ active requests

- active requests
- all requests
- equipment scheduling
- draft requests
- information gathering
- awaiting financial approval
- financials approved
- processing
- completed
- cancelled
- all except cancelled

cancel

print

track work

labels

URL: <https://colostate.ilab.agilent.com/sc/4380/arc-imaging-surface-science-iss?tab=requests&sid=4728104>

Related Data:

Fig. 6

Fig. 7

Questions?

Any questions can be directed to 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.