



Getting Started with iLab as a CSU PI

If you *currently have at least one active sponsored account* (e.g. 53 account) you should already be set-up in iLabs as a PI – jump to the next section below.

If you *do not have an active sponsored account* we will need to manually set you up as a PI in iLabs. Please send a request to Karolien.Denef@ColoState.EDU and cc your departmental fiscal officer. In your request please specify the following:

- First and Last Name
- E-mail
- EID
- List of non-sponsored fund numbers you would like associated with this account.

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1. Navigate to the core page: [CIF iLab home page](#).
 2. Navigate to the upper-right-hand corner of the screen and click where it says, *Sign In*.
 3. You will be directed to an authentication page where you will need to enter your Colorado State University credentials.
 4. As a PI in iLab you will need to manage your lab members to enable them to utilize core facility instrumentation and/or services that will be billed to any of your accounts. To do this, choose *my groups* from the menu on the left hand side of the screen and then select your lab. Navigate to the *Membership Requests & Account Names* tab at the top. Here you can Accept/Reject request from users. Also note – you will get an automatic email notification when access to your lab has been requested. Clicking on the link in the email will also bring you to this screen in your ilabs account.

Using iLabs: Create an Equipment Reservation or Request a Service

As a PI you can obviously schedule equipment and request services yourself as well! You will need to be a trained user to reserve time on an open-access instrument calendar. Full service requests can be made on any instrument.

When you are a trained user wanting to operate a CIF instrument:

1. Select the *CIF Equipment* tab and click on the *View Schedule* button next to the instrument of interest. Click and drag on the time frame you would like to schedule your reservation for.
2. A window will pop up that will allow you to verify your reservations details and provide payment information before saving the reservation.

When you want to submit samples for full-service analysis:

3. Select the *Request Service* tab and, under Service List, click on the *Request Service* button next to the service of interest.
4. You will be asked to complete a form before submitting the request to the core.
5. Your request will be pending review by the core. The core will review your request and either Agree to the work or they will ask for more information if needed.

Have questions?

Please contact Karolien.Denef@colostate.edu for any questions. Additionally, more detailed instructions are available on the [iLabs 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 help ticket or send an e-mail directly to support@ilabsolutions.com.