

Getting Started with iLabs 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 iLab 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

1. Navigate to the core page: ARC-ISS iLab Home Page.
2. Navigate to the upper-right-hand corner of the screen and click where it says, login.
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, 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.

Alert!
You're browsing this page in "Customer Test Mode"... Ready to [turn it off](#)

Overview of Services

Central Instrument Facility CORE (CIF) is one of the Foundational Core Facilities at Colorado State University, operated by the Department of Chemistry. Our mission is to provide state-of-the-art sophisticated instruments and technical expertise to support faculty/student research, and industrial and educational outreach in the following categories: Imaging and Surface Science (SEM, triple quads, ion trap), Magnetic Resonance Spectroscopy (NMR and EPR), Optical Spectroscopy (ATR-FTIR, UV-Vis-NIR, VASE ellipsometer, Fluorescence, DLS) and X-ray Diffraction (single crystal, powder, and thin film). Most instruments are available on a self-service basis twenty-four hours per day after appropriate classes or training provided by faculty and collaborators and others after appropriate review.

Leadership & Staff

Name	Role	Phone	Email	Location
Christopher Rithner, PhD	Director	970-491-6475	cdr@colostate.edu	Chemistry C1E
Karolien Denef, PhD	Assoc. Director, Life Sciences Manager	970-491-3832	karolien.denef@colostate.edu	Chemistry C1F
Brian Newell, PhD	Materials Science Manager	970-491-6209	brian.newell@colostate.edu	Chemistry C1D
Patrick McCurdy, PhD	Surface and Imaging Science Manager	970-491-1876	patrick.mccurdy@colostate.edu	Chemistry B115
Claudia Boot, PhD	NMR and MS Science	970-491-7049	claudia.boot@colostate.edu	Chemistry C1A
Roy Geiss, PhD	Electron Microscopist	970-491-6103	roy.geiss@colostate.edu	Yates Y101
Tom Frederick, MSEE	Electronics Specialist	970-491-5545	tom.frederick@colostate.edu	Chemistry B01

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5. If you accept a user, you will also need to manage which accounts they can charge against. Your sponsored accounts (i.e. 53 projects) will automatically populate the list. If you have additional non-sponsored (i.e. 1-6, 1-3, etc.) accounts you will need to request access to them by typing in the number and hitting the Request button (see screenshot below). The fiscal officer for this account will receive a notification for your request and can Accept/Reject. Please note that the fiscal officer may be yourself or someone else. Also, this process will only need to be done once for the lifetime of each account.

Denef, Karolien (CSU) Lab

Membership Requests

✓ No Access Requests require approval

Manage Account Names

There are no Account Names for this lab. Please contact:

- ilab-support@agilent.com

▼ Request access to additional Account Names

🔔 If you don't see a Account Name that you should have access to, please type it in below. The Account Manager will receive a notification and approve or deny your request.

Only sponsored accounts (e.g. 5-3 accounts) are automatically associated with a PI. If you don't see an account listed that you should have access to (e.g. a 1-3, 1-6, etc...), please type it below and hit "Request". The fiscal officer for this account will receive a notification of your request for approval. Please note that the fiscal officer may be yourself or someone else. If you need assistance please contact your departmental account manager.

★ Account Name

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.

1. Navigate to the core page: [ARC-ISS iLabs](#).
2. Navigate to the upper-right-hand corner of the screen and click where it says, 'login'. Sign in using your CSU credentials.
3. **For self-use on an instrument on which you have been trained:** select the *Schedule Equipment* tab and click on the *name of the instrument* or 'View Schedule' button on the right. Click and drag on the time frame you would like to schedule your reservation for.

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4. A window will pop up that will allow you to verify your reservations details and provide payment information before saving the reservation.
5. **For full-service requests (analyses done by ARC-ISS staff):** Select the *Request Services* tab and click on the '*Initiate Request*' button next to the service of interest.
6. You will be asked to complete a form before submitting the request to the core.
7. 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.

Have questions?

- Contact rebecca.miller@colostate.edu for 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.