



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 Andrea.Morello@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: [ARC-MMA 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.

Agilent CrossLab iLab Operations Software

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ARC - Materials and Molecular Analysis (MMA)

About Our Core | ARC-MMA Equipment

COVID-19 Phase 2A Operations Update:

The ARC-MMA is operating under Phase 2A as a response to COVID-19. Some labs will begin providing limited self-service operations and digital training, along with full and assisted services. Regardless of service level or service provided you **must continue to wear PPE and practice social distancing** in all public laboratory areas, as per CSU health guidelines. If you would like to request services or access the facility, please follow the updated [ARC MMA User Guide Document](#).

Overview of Services

The Materials and Molecular Analysis Center (MMA), formerly known as the CIF, is one of three Centers in the Analytical Resources Core at Colorado State University. We provide state-of-the-art research in 5 laboratories, each offering a complement of sophisticated instruments and technical expertise to support faculty/student research, and industrial and educational outreach in the following categories: Material and triple quads, ion trap), Magnetic Resonance Spectroscopy (NMR and EPR), Optical Spectroscopy (ATR-FTIR, UV-Vis-NIR, Fluorescence, DLS) and X-ray Diffraction (single crystal, powder, thin film, XRI students and research scientists at CSU, our collaborators and others after appropriate review. Most instruments are available on a self-service basis twenty-four hours per day after appropriate classes or tr

Leadership & Staff

Name	Role	Phone	Email	Location
Karolien Deneff, PhD	Director	970-491-3832	karolien.deneff@colostate.edu	Chemistry C1F

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.

Deneff, 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 Request

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 an ARC-MMA instrument:

1. Select the *ARC-MMA 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 Andrea.Morello@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.