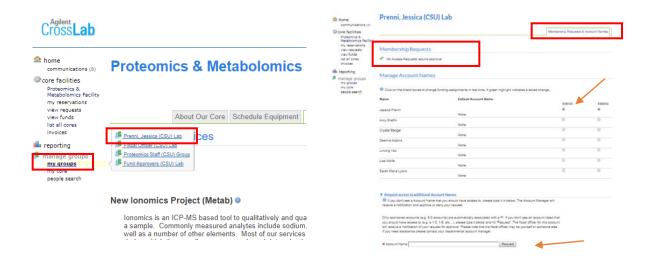# Getting Started with iLabs as a PI

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 jprenni@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: **CSU iLabs portal.**

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 iLabs 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 e-mail notification when access to your lab has been requested. Clicking on the link in the e-mail will also bring you to this screen in your ilabs account.

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 screen shot above). 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.

Using iLabs: Create an Equipment Reservation or Request a Service

As a PI you can obviously also schedule equipment and request services yourself as well!

1. Select the *Schedule 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.

3. OR Select the *Request Services* tab and 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?

Feel free to contact us at the PMF. 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.