Getting Started with iLabs as a User

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. You will be directed to an iLab Registration page where you will need to select your PI/Lab, and verify your contact information.

5. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab in iLab. *Your PI will need to approve your membership and assign funding accounts for your use.*

Using iLabs: Create an Equipment Reservation or Request a Service

Once you have been accepted into your PI's lab, you can schedule equipment time and request servives.

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'. Sign in using your CSU credentials.

3. 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.

4. A window will pop up that will allow you to verify your reservations details and provide payment information before saving the reservation.

5. OR Select the *Request Services* tab and click on the 'Request Service' 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 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.