

## **Getting Started with iLabs as an External 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, 'Register'. Complete the registration form and submit.
3. You will receive a *Welcome Email* from ilab (typically within one business day) with your login credentials.

## **Using iLabs: Create an Equipment Reservation or Request a Service**

1. Navigate to the core page: [CSU iLabs portal](#).
2. On the upper-right-hand corner of the screen click "Sign In" and then enter the ilabs credentials that were sent to you via email.
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](mailto:support@ilabsolutions.com).