UCSF: Registration Guide

Registration Process for Internal Users

1. Navigate to the following URL: https://ucsf.ilab.agilent.com/account/login
2. Bookmark this URL for future use.
3. Once on the iLab login page, select 'Sign in using University of California San Francisco credentials.'
4. At this point you will now be prompted to provide your UCSF username and password.
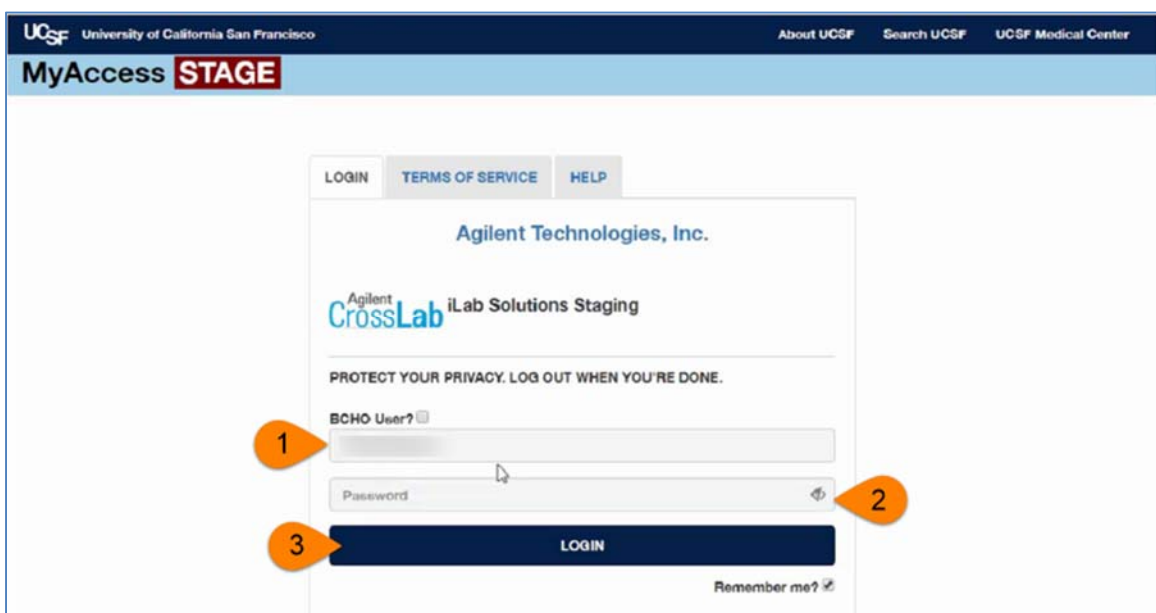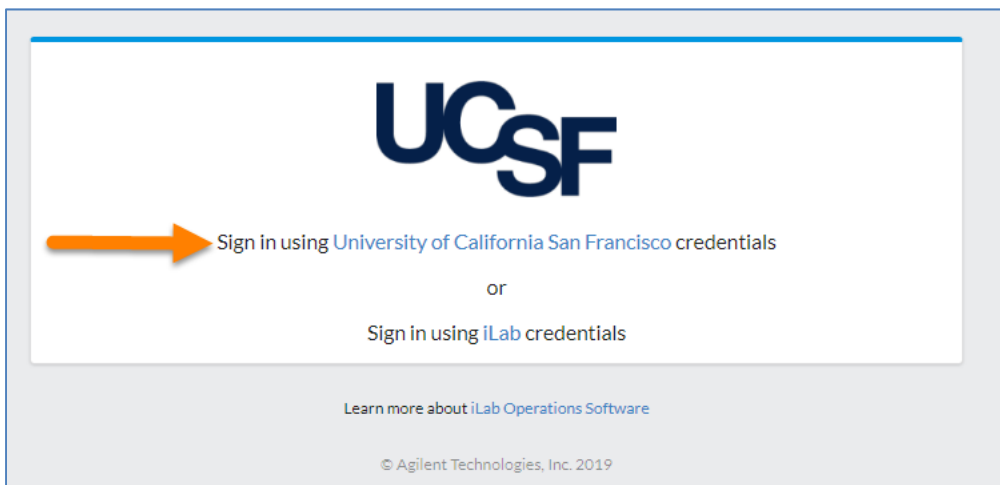
a) If you have already registered for an account, you will be brought directly
    into iLab. If this is your first time logging in, once you authenticate you will
    be directed to a registration page.
    i. First select the appropriate **PI/Group** from the drop-down menu.
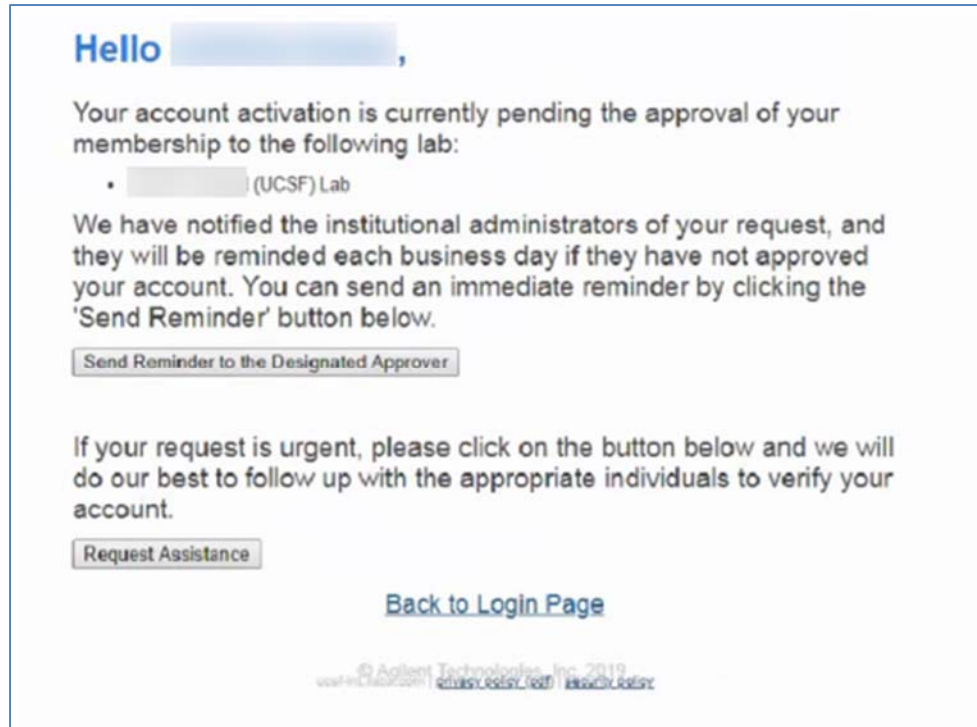

Register for iLab

Fill out all fields to create a new account. Please note that information entered
here is for the iLab service.

* PI/Group — Please select your lab/PI ... ▾   **1**

* First Name —

* Last Name —

* Email Address —

* Phone Number — Phone Number   **2**

   3 Register

   ii. Your first name, last name, and email address will be pre-filled and
      cannot be edited during registration. Complete any remaining fields
      that have not been pre-filled, such as phone number.
   iii. Click **'Register.'** The next page you see will be the "Greeting Page"
      informing you that your account is pending approval.
   iv. The PI you selected has been sent an email informing them that
      they need to approve your account.

Hello _____ ,

Your account activation is currently pending the approval of your membership to the following lab:

- _____ (UCSF) Lab

We have notified the institutional administrators of your request, and they will be reminded each business day if they have not approved your account. You can send an immediate reminder by clicking the 'Send Reminder' button below.

[Send Reminder to the Designated Approver]

If your request is urgent, please click on the button below and we will do our best to follow up with the appropriate individuals to verify your account.

[Request Assistance]

Back to Login Page

v. The PI is reminded each business day but you have the opportunity to send an additional reminder.

vi. You will also receive a Welcome email with brief getting started instructions.

vii. Once your account has been approved you will receive an email to notify you.

7. Now you can login following steps 1-4 to utilize the core facilities at UCSF within iLab

8. Once logged in you will be directed to the iLab homepage dashboard. Make sure to set your time zone!