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## Instructions to Register for an iLab Account with UA NetID

1. Navigate to the login page and click on the green “Login” button at the top right of the screen.

The University of Arizona (UA) is a place without limits — where teaching, research, service, and innovation merge to improve lives in Arizona and beyond. We aren't afraid to ask bigger questions, to get better answers.

Established in 1885, the University of Arizona, the state's super land-grant university with two medical schools, produces graduates who are real-world ready through its 100% Engagement initiative. Recognized as a global leader, the UA is also a leader in research, bringing more than \$734 million in research investment each year, and ranking 19th among all public universities in FY 2019. The UA is advancing the frontiers of interdisciplinary scholarship and entrepreneurial partnerships and is a member of the Association of American Universities, the 62 leading public and private research universities. It benefits the state with an estimated economic impact of \$8.3 billion annually.

As a leading-edge public research university, we're inspired to explore humanity's most fundamental questions - about science, medicine, the arts, and business. Our faculty includes members of esteemed national academies, Pulitzer and Nobel Prize winners, White House Champions of Change, and celebrated thought leaders in numerous disciplines. We are leading projects that will change how we see the world, such as the OSIRIS-REx

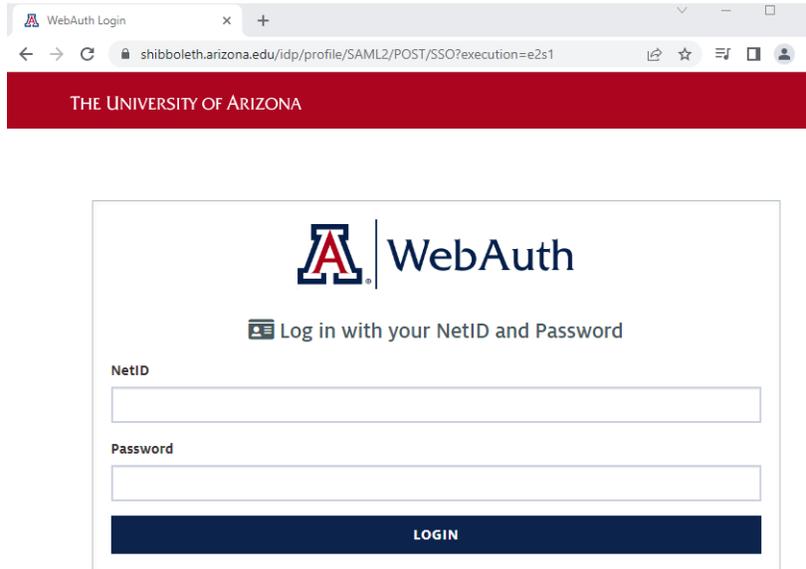
2. In the pop up click the “here” hyperlink.

**University of Arizona user :**  
Click [here](#) to login or register using your institute login and password.

**Not a University of Arizona user?**  
Click [here](#) to signup for an iLab account.

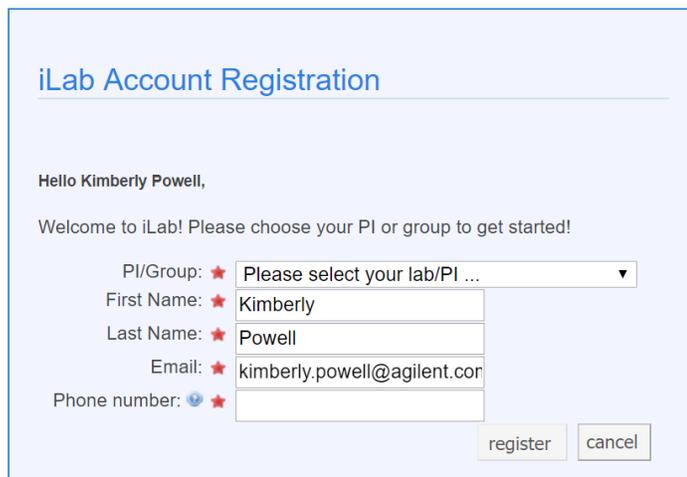
3. You will be directed to the WebAuth page where you will need to enter your NetID credentials and click the LOGIN button.

4. If you are set up for two-factor authentication you will need to provide authentication via the Duo-Mobile application.



The screenshot shows a web browser window with the URL `shibboleth.arizona.edu/idp/profile/SAML2/POST/SSO?execution=e2s1`. Below the browser is a red banner with "THE UNIVERSITY OF ARIZONA". The main content area is a white box with the "WebAuth" logo and the text "Log in with your NetID and Password". There are two input fields: "NetID" and "Password". Below these fields is a dark blue button labeled "LOGIN".

5. If you do not already have an account you will be directed to an iLab Registration page where you will need to select your PI/Lab, and verify your contact information. You can be added to additional PI's labs later, as necessary.



The screenshot shows the "iLab Account Registration" page. It starts with a greeting: "Hello Kimberly Powell," followed by the instruction "Welcome to iLab! Please choose your PI or group to get started!". The form includes the following fields:

- PI/Group: A dropdown menu with the text "Please select your lab/PI ..."
- First Name: A text input field containing "Kimberly"
- Last Name: A text input field containing "Powell"
- Email: A text input field containing "kimberly.powell@agilent.com"
- Phone number: A text input field with a phone icon and a red star.

At the bottom right of the form are two buttons: "register" and "cancel".

6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab within iLab. They will need to approve your membership and assign at least one financial account for you to be able to request services or schedule time on instrumentation. The first time you login to iLab after being accepted into your PI's lab you will need to set your time zone. Please set this as Arizona so that you are in sync with the equipment calendars. You can also set your preferred email address for messages from this system. Once you have set these as appropriate click the 'Set' button. The changes will be registered to your account the next time you log out and log back in.

## Instructions for External Users to Register for an iLab Account.

1. Navigate to the [login page](#) and click on the green “Login” button at the top right of the screen.
2. In the pop up click the “register” hyperlink.

**University of Arizona user :**  
Click [here](#) to login or register using your institute login and password.

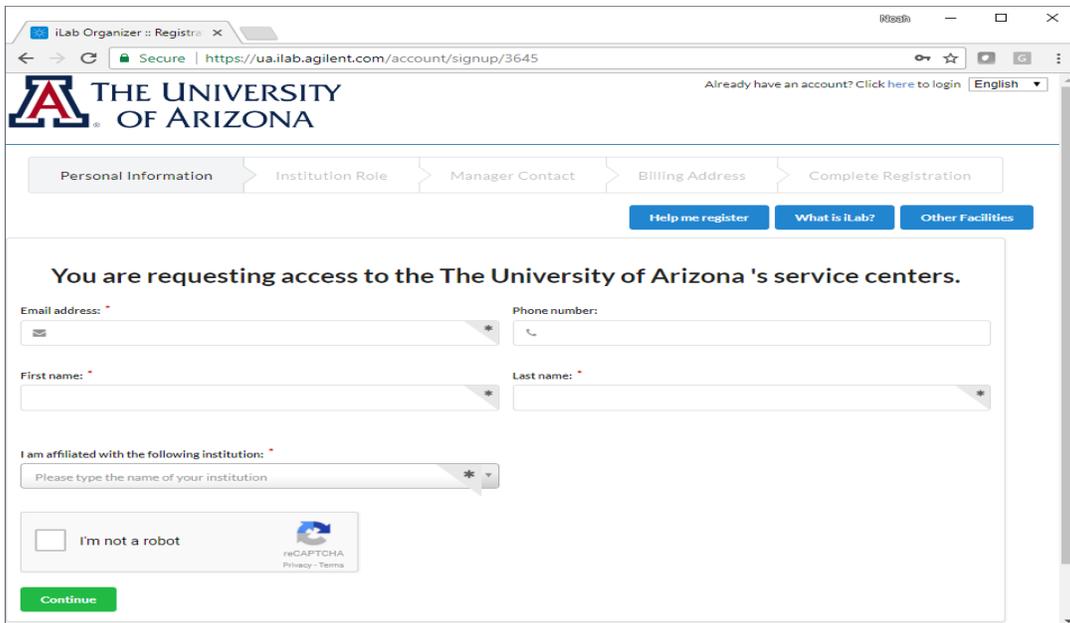
**Not a University of Arizona user?**  
Login using iLab credentials   
If you don't have an account, please [register](#) for an iLab account.  


[Learn more about iLab Operations Software](#)

3. Complete the registration form that you are directed to. Note that there are multiple tabs to complete.

You will be directed to the WebAuth page where you will need to enter your NetID credentials and click the ‘LOGIN’ button.

4. If you are setup for two-factor authentication you will need to provide authentication via the Duo-Mobile application.  
You will bypass steps 3 and 4 if you are already logged into a U of A system via WebAuth.  
On initial login, you will be asked to set your time zone. Please set this as Arizona so that you are in sync with the equipment calendars, and then click 'Set.' The change will be registered to your account the next time you log out and log back in.



iLab Organizer :: Register

Secure | <https://ua.ilab.agilent.com/account/signup/3645>

THE UNIVERSITY OF ARIZONA

Already have an account? [Click here to login](#) English

Personal Information Institution Role Manager Contact Billing Address Complete Registration

[Help me register](#) [What is iLab?](#) [Other Facilities](#)

**You are requesting access to the The University of Arizona 's service centers.**

Email address: \* Phone number: \*

First name: \* Last name: \*

I am affiliated with the following institution: \*

Please type the name of your institution \*

I'm not a robot

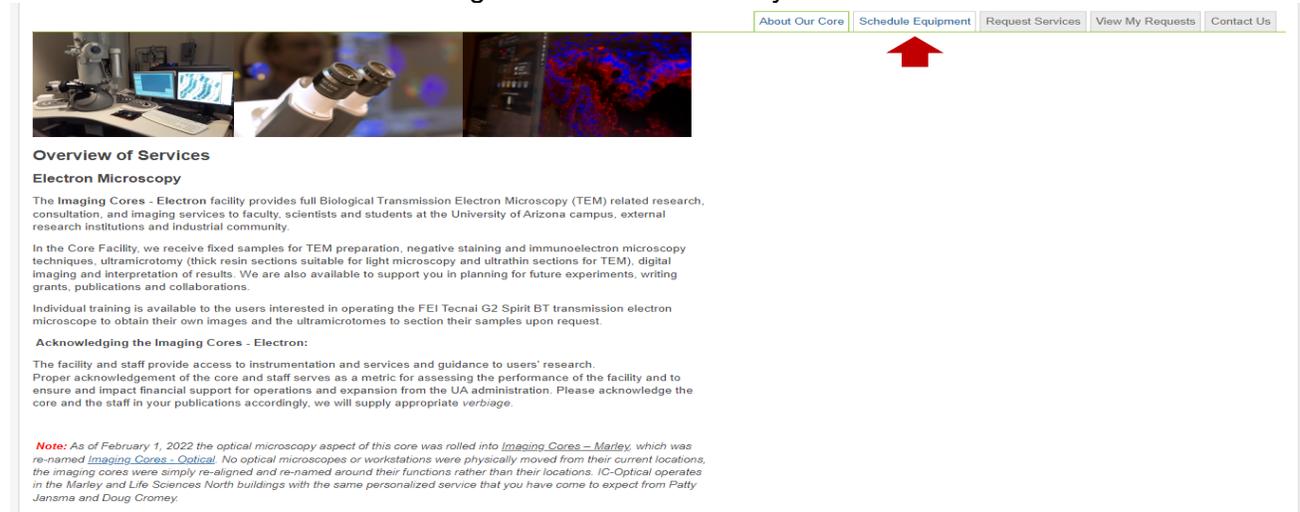
reCAPTCHA Privacy - Terms

[Continue](#)

## Creating an Equipment Reservation in the ICEL

Once you have been accepted into a lab group and assigned a UAccess Financials account number, you can schedule equipment time.

1. [Login to iLab](#).
2. Navigate to the Imaging Cores – Electron that houses the equipment you wish to schedule.
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 for your reservation.



The screenshot shows the top navigation bar of the ICEL website with the following tabs: [About Our Core](#), [Schedule Equipment](#) (highlighted), [Request Services](#), [View My Requests](#), and [Contact Us](#). Below the navigation bar is a banner image showing a laboratory setting with a microscope and computer monitors. The main content area is titled "Overview of Services" and "Electron Microscopy". It provides information about the facility's services, including TEM research, sample preparation, and training. A red arrow points to the "View Schedule" button located next to the "FEI Tecnai G2 Spirit BT Transmission Electron Microscope" listing.

**Overview of Services**

**Electron Microscopy**

The Imaging Cores - Electron facility provides full Biological Transmission Electron Microscopy (TEM) related research, consultation, and imaging services to faculty, scientists and students at the University of Arizona campus, external research institutions and industrial community.

In the Core Facility, we receive fixed samples for TEM preparation, negative staining and immunoelectron microscopy techniques, ultramicrotomy (thick resin sections suitable for light microscopy and ultrathin sections for TEM), digital imaging and interpretation of results. We are also available to support you in planning for future experiments, writing grants, publications and collaborations.

Individual training is available to the users interested in operating the FEI Tecnai G2 Spirit BT transmission electron microscope to obtain their own images and the ultramicrotomes to section their samples upon request.

**Acknowledging the Imaging Cores - Electron:**

The facility and staff provide access to instrumentation and services and guidance to users' research. Proper acknowledgement of the core and staff serves as a metric for assessing the performance of the facility and to ensure and impact financial support for operations and expansion from the UA administration. Please acknowledge the core and the staff in your publications accordingly, we will supply appropriate verbiage.

**Note:** As of February 1, 2022 the optical microscopy aspect of this core was rolled into [Imaging Cores – Marley](#), which was re-named [Imaging Cores - Optical](#). No optical microscopes or workstations were physically moved from their current locations, the imaging cores were simply re-aligned and re-named around their functions rather than their locations. IC-Optical operates in the Marley and Life Sciences North buildings with the same personalized service that you have come to expect from Patty Jansma and Doug Cromey.

4. A window will pop up that will allow you to verify your reservation details and provide payment information before saving the reservation. Payment information is required to schedule equipment.



The screenshot shows the top navigation bar of the ICEL website with the following tabs: [About Our Core](#), [Schedule Equipment](#) (highlighted), [Request Services](#), [View My Requests](#), and [Contact Us](#).

- All of these instruments are for trained users only. If you require training, or the services of a skilled operator, please use the request forms found under the [REQUEST SERVICES](#) tab.
- To quickly logon/logoff of an instrument, use our [KIOSK](#).

### FEI Tecnai G2 Spirit BT Transmission Electron Microscope [description](#) [pricing](#)



The FEI Tecnai G2 Spirit BT transmission electron microscope is a general-purpose, high resolution instrument that enables the ultrastructural evaluation of biological and non-biological samples with bright-field, dark-field and diffraction modes of operation. The features include:

- 20-120kV.
- LaB6 gun.
- Single-tilt specimen holder.
- Magnifications 22 - 300 kX.
- Side-mounted AMTXR41 (4MP) and bottom AMTXR80 (8MP) digital CCD cameras.

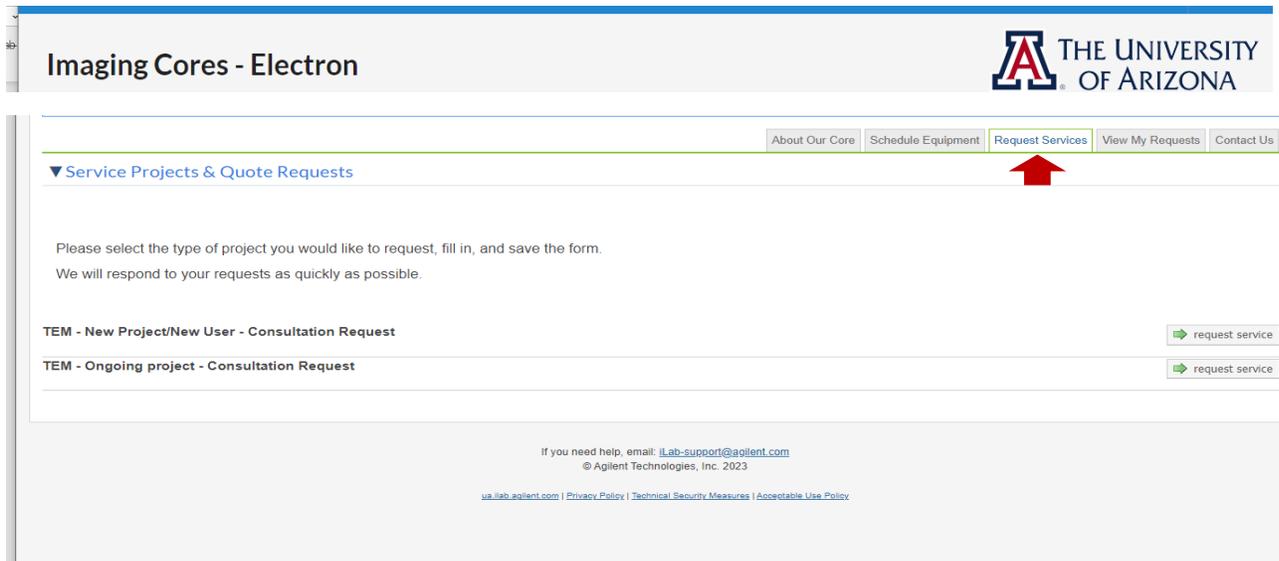
[View Schedule](#)



## Creating a Service Request in the ICEL

Once you have been accepted into a lab group and assigned a UAccess Financials account number, you can create service requests.

1. [Login to iLab](#).
2. Navigate to the core that provides the services you wish to request.
3. 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 and provide a financial account number before submitting the request to the core. Payment information is required to request services.
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.

## Adding or Updating Funding Accounts in iLab

1. From your iLab account page, go to "Manage Groups", "My Groups", and click on your lab.
2. Click on the "Membership Requests & Projects" tab.
3. Click on "Manually add a new Project" to add a new funding string.
4. Enter all applicable fields (instructions with examples are given) and click "Add."

## Payment Methods

1. Please follow the instructions provided in the link <https://help.ilab.agilent.com/37179-using-a-core/296846-payment-sources>