

# iLabs New User Guide:

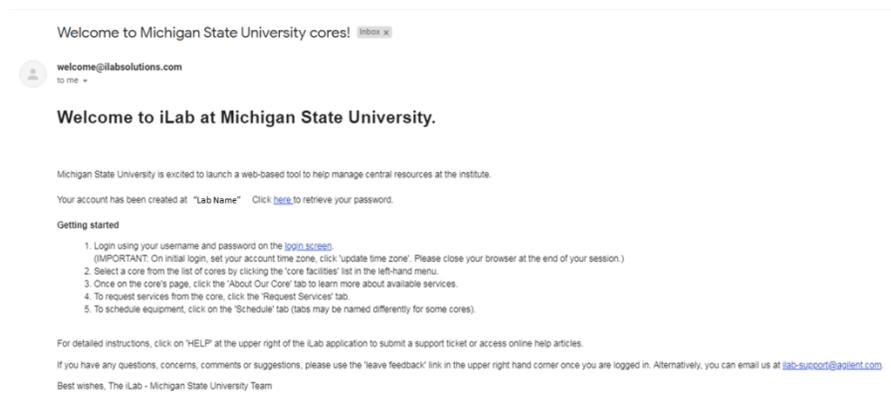
## 1. Registering a Lab/Group on iLabs:

To register your lab on iLabs, contact a member of the MSU Flow Cytometry Core with the following information.

- a. Lab name
- b. Account numbers for Billing
- c. Billing address
- d. Email address of lab members that need access
- e. Email that should be designated as manager of the Lab

## 2. Registering an Account on iLabs:

- a. Contact a member of the MSU Flow Cytometry Core (facs@msu.edu) to create an account on iLabs.
- b. Once your account has been created you will receive the following e-mail with instructions on setting your password and accessing the core facilities.



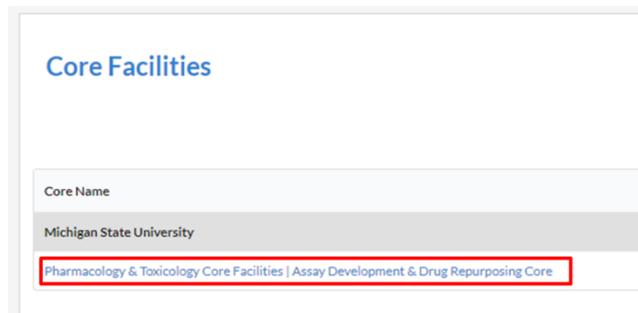
## 3. Requesting Access to the MSU Flow Cytometry Core:

- a. Once you have logged into iLabs, click on the settings button (  ) in the upper right hand corner.

b. Select *Core Facilities*.



c. Select *Pharmacology & Toxicology Core Facilities | Assay Development & Drug Repurposing Core*.



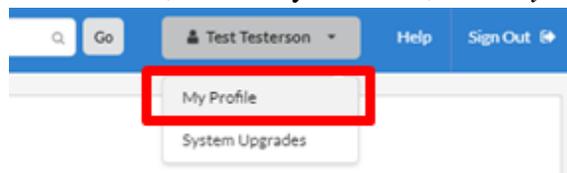
d. Click

e. Your request will be sent to a member of the MSU Flow Cytometry Core and approved within 24 hours.

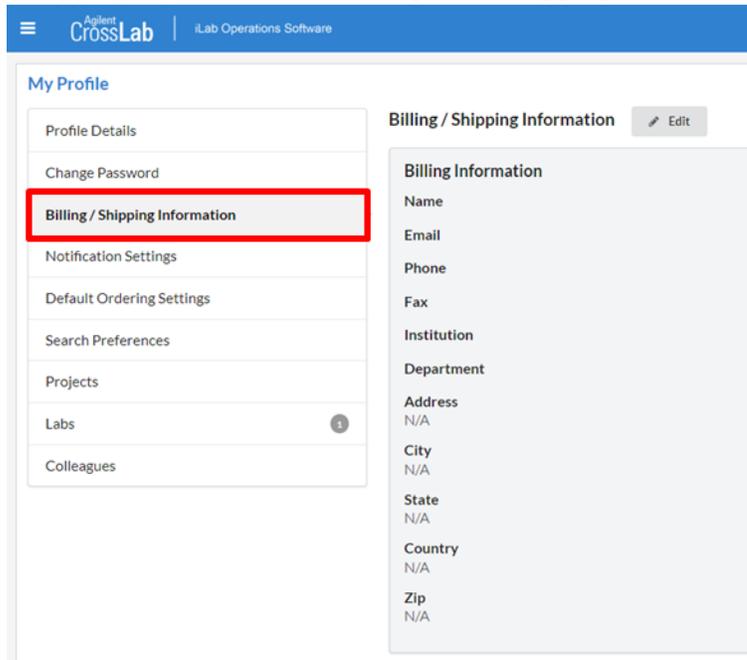
#### 4. Billing Information:

a. While you are waiting for access to the MSU Flow Cytometry Core, make sure to add the proper billing information to your profile.

b. In the upper right hand corner of iLabs, click on your name, then *My Profile*.

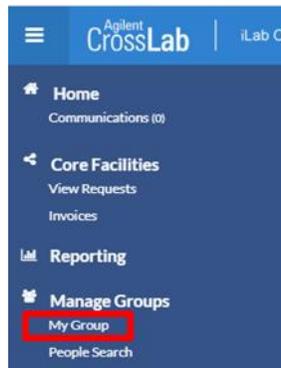


c. Click on *Billing/Shipping Information* and complete the appropriate fields.

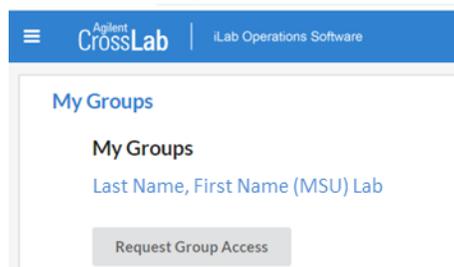


## 5. Managing your iLabs Group:

a. Click on settings, then *MyGroup*.



b. Click the name of your group under *My Groups*.



- i. **Users:** It is important that you are in a Group for Billing and Scheduling. If you do not have a group, please have your PI/Lab Manager add you to your group or contact a member of the MSU Flow Cytometry Core (facs@msu.edu).
- ii. **PI/Lab Manager:** Within your group you can:
  1. Set an Auto-approval threshold based on expected cost.
  2. Add an existing user to your Lab.
  3. Edit the membership level of the individuals in your lab.
- c. The following instructions in this section only apply to PIs/Lab Managers: To edit the account numbers associated with your lab and who has access to those accounts, click on *Membership Request & Accounts*.



- d. Select which members of your lab have access to your accounts; by default no one has access.

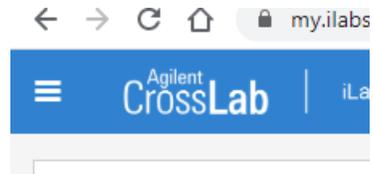
Name	Default Account	RC123456-ABC-6489...
Daniel Vocelle	None	<input checked="" type="checkbox"/>
Test Testerson	None	<input checked="" type="checkbox"/>

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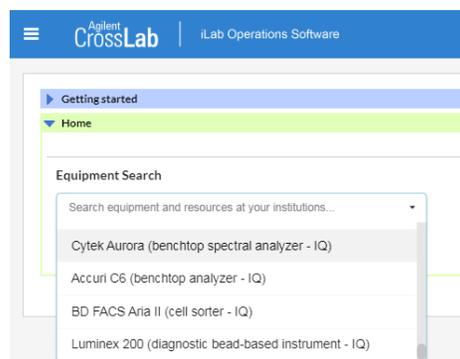
- e. To add a new account, go to *Manually add a new Account*, enter the following information where appropriate, then click *Add*.
  - i. Account Number:
  - ii. Sub Account Number:
  - iii. Object Code: Use 6489

## 6. Scheduling:

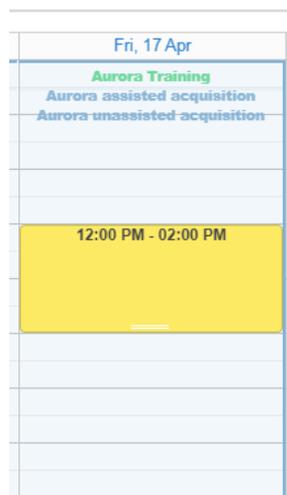
- a. Once you have been granted access, you can reserve time on an instrument. First go to the home page in iLabs by clicking on *CrossLab* in the upper left hand corner of the screen.



- b. Click on the drop down list under *Equipment Search* and select the appropriate instrument.



- c. Click on the desired date/time to make a reservation.



- e. Once you have selected a date/time you will receive a prompt with additional information and questions.
- f. Once all the required information has been entered, click *Save Reservation*
- g. Your reservation will be reviewed and approved by a member of the MSU Flow Cytometry Core. You will be contacted if there are any issues or additional questions.

If you have any additional questions or concerns, please contact a member of the MSU Flow Cytometry Core at [facs@msu.edu](mailto:facs@msu.edu)

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