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.

	Welcome to Michigan State University cores!
*	welcome@ilabsolutions.com
	Welcome to iLab at Michigan State University.
	Michigan State University is excited to launch a web-based tool to help manage central resources at the institute.
	Your account has been created at "Lab Name" Click here to retrieve your password.
	Getting started
	Login using your usemame and password on the <u>login screes</u> , (MP-ORTANT: On instal login, set your account time zone, cirk: 'update time zone'. Please close your browser at the end of your session.) Select a core from the list of cores by cliciting the vome facilities than d menu. Once on the cores page, click the 'About Our Core' tab to learn more about available services. To request services from the core, click the 'About Services' tab. To request services from the core, click the 'About Services' tab. To request services from the core, click the 'About Services' tab. To sthedule equipment, click on the 'Schedule' tab (tabs may be named differently for some cores).
	For detailed instructions, click on 'HELP' at the upper right of the ILab application to submit a support ticket or access online help articles.
	If you have any questions, concerns, comments or suggestions, please use the 'leave feedback' link in the upper right hand corner once you are logged in. Alternatively, you can email us at liab-succod @aplient.com
	Best wishes, The ILab - Michigan State University Team

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.*

Core Escilities	
coreraciines	
Core Name	
Michigan State University	
Pharmacology & Toxicology C	ore Facilities Assay Development & Drug Repurposing Core

- d. Click Send access request
- 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.

■ CrossLab iLab Operations Software	
My Profile	
Profile Details	Billing / Shipping Information 🥒 Edit
Change Password	Billing Information
Billing / Shipping Information	Name
Notification Settings	Email
Default Ordering Settings	Fax
Search Preferences	Institution
Projects	Department
Labs	Address N/A
Colleagues	City N/A
	State N/A
	Country
	Zip

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*.

Membership Requests & Accounts	dembers (2)	Budgets	Bulletin board (0)	Group Setting
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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	
Test Testerson	None	3
owing 1 to 2 of 2 entries		First Prev

- 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.

Cross Lab ∣ ₌	ab Operations Software
Getting started	
Home	
Equipment Search	
Search equipment and resou	rces at your institutions
Cytek Aurora (benchtop	spectral analyzer - IQ)
Accuri C6 (benchtop ana	h/Ter 10)
	liyzel - IQ)
BD FACS Aria II (cell sor	ter - IQ)

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

Fri, 17 Apr	
Aurora Training	ſ
Aurora assisted acquisition	ľ
Aurora unassisted acquisition	ŀ
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12:00 PM - 02:00 PM	ľ
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- 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

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