MEDICAL COLLEGE OF WISCONSIN

CANCER CENTER

iLab: Account Registration and Requesting Services

iLab registration: Users with MCW Employee ID

If you do not have an MCW Employee ID, see the instructions on <u>page two</u>.

1. Open iLab: https://mcw.ilab.agilent.com/landing/289
2. Select "Sign-Up" at the upper right corner and click the blue here link in the MCW user section.
3. Enter your MCW credentials at the OneLogin screen.
4. Select your PI from the drop-down list and enter your phone number.
5. Submit the completed registration form, which will notify the PI of your lab membership request.
6. Once the PI or a designated iLab manager accepts you into the lab and assigns you funding, log into iLab using your MCW credentials to request services and schedule equipment.

Create a Service Request

You can submit requests once approved by the PI or designated iLab manager.

1. Sign into iLab: https://mcw.ilab.agilent.com/landing/289
2. Click the three parallel lines in the upper left corner for a list of Core facilities (Shared Resources).
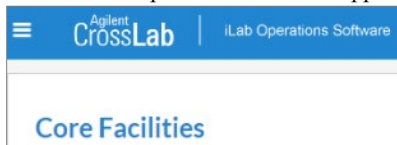
3. Go to the "Core Facilities" page and click on the name of the shared resource to be taken to its page. Cancer Center-supported Shared Resources are named:
   - Biostatistics Consulting Service
   - Cell Therapy Lab
   - Geospatial Epidemiology and Outcomes (GEO): includes the *Integrated Cancer Data Resource (ICDR)*
   - MCW Tissue Bank - Biorepository and Tissue Analytics
   - Radiology Quantitative Imaging Lab (QIL)
   - Structural Biology Shared Resource: includes *Protein Production Facility* and *Cryo-EM Facility*
   - Translational Metabolomics Shared Resource: includes *Redox and Bioenergetics*, *Biomedical Imaging*, and *Mass Spectrometry*

4. Select the "Request Services" tab and review any instructions for that shared resource.
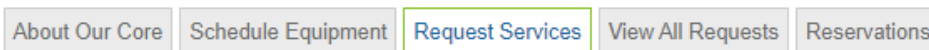
5. Click on the "Request Service" button next to the service of interest.
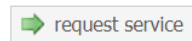
6. If prompted, complete a form, or provide information on your project request. Provide payment information for your request before submitting it to the core.

7. Your request is now pending review by the core. The core will review charges and send back to you for approval. Watch for an email from iLab regarding your updated project.

iLab Registration: Users without MCW Employee ID

This includes unpaid graduate students, medical students, residents, clinical fellows, and affiliate employees of Versiti Blood Research Institute, Children's Wisconsin, Froedtert, and others. Users from these categories will have iLab credentials created by Agilent and will not be using MCW's OneLogin credentials to sign in.

1. Open iLab: https://mcw.ilab.agilent.com/landing/289.
2. Select "Sign-Up" and click the blue here link in the "Not an MCW User" section.
3. Enter your email address.
4. Enter your personal information and "Medical College of Wisconsin External" in the first drop-down box and select your primary role in the second drop-down box, then continue.
5. For Group Association, select "Admin (MCW EXT) lab."
6. Complete the Billing information page, for MCW users complete as follows:
   - Billing Contact Name: Medical College of Wisconsin
   - Billing Address: 8701 Watertown Plank Rd
   - City: Wauwatosa
   - State/Province: Wisconsin
   - Zip/Postal Code: 53226
7. Submit the completed registration form. After completing registration, email iLab@mcw.edu to be moved to the appropriate MCW Research Group or have one created if needed if you are an affiliate user.
8. Once the PI or a designated iLab manager has accepted you into the lab and assigned funding to you, you can begin logging into iLab using your iLab credentials to request services and schedule equipment.

Questions?

Please reach out to the facility contact person found on the "About Our Core" tab with any questions regarding project requests or scheduling through iLab. Please reach out to iLab@mcw.edu with any iLab-specific issue.