This document outlines the steps for Purdue’s internal users to create an iLab account.

<table>
<thead>
<tr>
<th>Access iLab</th>
<th>purdue.ilabsolutions.com</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to the iLab solutions site using the direct link or the Employee Portal.</td>
<td><img src="image" alt="iLab Solutions" /></td>
</tr>
<tr>
<td>Log in using Purdue career account ID and password.</td>
<td><img src="image" alt="Login" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Register</th>
<th><img src="image" alt="Register" /></th>
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</thead>
<tbody>
<tr>
<td>Complete all fields marked with a red asterisk.</td>
<td></td>
</tr>
<tr>
<td>Select from the drop-down menu the name of the PI on whose behalf you will be using core(s).</td>
<td></td>
</tr>
<tr>
<td><strong>First Name</strong>, <strong>Last Name</strong>, and <strong>Email</strong> will auto-populate.</td>
<td></td>
</tr>
<tr>
<td>Enter <strong>Phone number</strong>.</td>
<td></td>
</tr>
<tr>
<td>Click <strong>register</strong>.</td>
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</tbody>
</table>
## Confirmation

A confirmation screen is displayed upon registration submission.

### Hello Tiffany LB Weatherford,

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

- Aaltonen, Pamela (PUR) 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]

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## An email from iLab Solutions

An email from iLab Solutions confirms the registration request and provides basic instructions for logging in to iLab.

### iLab Welcome <welcome@ilabsolutions.com>

Welcome to Purdue University cores!

### Welcome to iLab Solutions at Purdue University.

Purdue University is excited to launch a web-based tool to help manage central resources for the institute. We are thrilled to offer this software to our faculty and students. You have completed the first step to accessing the central services of your institution. You will be notified by e-mail when your account is approved.

Getting started in iLab:

1. Click here to see the core list available to you: [available cores]
2. Log in using your Purdue University username and password (HINT: you must log in using your account username, not your account email)
3. Access these links to find information about the core:
   - [Overview of the available services]
   - [Detailed instructions for using the core]
4. To request services (e.g., core time), click on the 'request services' tab.
5. To reduce usage, please limit your usage to the amount allowed by your core.

For detailed instructions, please see the following manuals:

- [Manual for core users]
- [Manual for core administrators]
- [Scheduling core services]

If you have any questions, concerns, or suggestions, please use the 'send feedback' link in the upper right-hand corner of your logged-in account. Alternatively, you can email us at [support@ilabsolutions.com].

Thank you for choosing Purdue University iLab.