

## iLab Account Registration (revised 11/24/2021)

All users are required to complete a one-time registration; once registered, the system will enable you to place service requests and monitor progress.

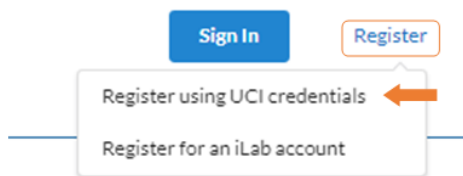
### Types of User Accounts:

- Internal Users – Internal users are from UCI and have a UCInetID
- External Users – External users are from other institutions outside of UCI (e.g., non-profits, other UC campuses or academic institutions, industry)

**Note: Internal users who are CFCCC Members as of March 1, 2021 have been pre-registered for an iLab account. Follow the instructions below for Pre-Registered Internal Users to reset your password.**

**Registration for Internal (UCI) Users:** To get started, you must register for an account.

1. Navigate to UCI's iLab site: <https://uci.ilab.agilent.com/account/login>
2. In the upper-right-hand corner of the screen select Register and click the Register using UCI Credentials option



3. You will be directed to the DUO authentication page where you will need to enter your UCInetID and password
4. Once you have entered your credentials, click the Login button
5. You will be directed to an iLab Registration page where you will need to provide the following:
  - Personal Information – name, phone number, and role

A screenshot of the iLab registration form. The form has a progress bar at the top with three steps: 'Start', 'Personal Information' (highlighted in orange), 'Group Associations', and 'Billing Information'. The main content area contains the following fields:

- A heading: "You are requesting access to the Help Site Documentation Institution's service centers."
- \* First Name: A text input field.
- \* Last Name: A text input field.
- Phone Number: A text input field.
- \* I am affiliated with the following institution: A dropdown menu with the placeholder text "Please type the name of your institution".
- \* What is your primary role at the above?: A dropdown menu with the placeholder text "Please select a role".

At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Continue' (highlighted in blue).

- Group Associations – Enter the PI (last name) you are associated with and the system will search for a lab matching that information  
**Note:** If you are the PI, please send an email to [cfccadmin@hs.uci.edu](mailto:cfccadmin@hs.uci.edu) to request the creation of your Lab/Group in iLab.

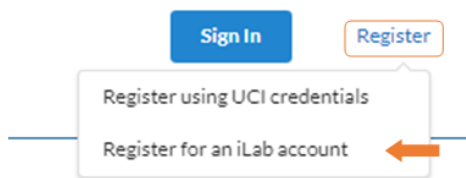
6. Once you receive a notification email from iLab that your account has been approved, you can request services from the Shared Resources

**Pre-Registered Internal Users:** You have been pre-registered for an iLab account and can sign in using UCI credentials.

1. Navigate to UCI’s iLab site: <https://uci.ilab.agilent.com/account/login>
2. Sign in using UCI credentials
3. You will be directed to the DUO authentication page where you will need to enter your UCInetID and password
4. Once you have entered your credentials, click the Login button

**Registration for External (Non-UCI) Users:** To get started, you must register for an account. Anyone that does not have a UCI email and does not belong to a UCI PI’s lab is considered external.

1. Navigate to the UCI’s iLab site: <https://uci.ilab.agilent.com/account/login>
2. In the upper-right-hand corner of the screen select Register and click the Register for an iLab Account option



3. You will be asked to provide your institution email address, personal information (name, phone, role), PI contact information, and billing information
  - If your institution and PI already exist in iLab, your account is automatically created
  - If your institution or PI does not exist, your account will be sent to the iLab support team to be approved (allow 24 hours for your account to be reviewed/approved)

For more information visit [Registering with iLab](#)