Click by Click instructions for
Registering in iLabs at the University of Georgia

1. iLabSolutions recommends using Firefox as the most capable browser for using the iLabSolutions system.

2. Type in: https://uga.ilabsolutions.com in the address bar on your internet browser.

3. On this first screen, Click the HERE link to send you to the UGA faculty and staff registration page.

4. Enter your UGA MyID and password as seen below and click Sign in/Sign up
5. You will be sent to the iLab registration page seen below. YOUR NAME should appear by the red arrow. The red stars indicate which boxes need to be filled out to continue the registration process (circled below).

6. Click on the arrow button on the Lab line and scroll to find your PI. The UGA labs are sorted by last name of the PI for the lab.

7. Once you scroll down through the list and locate your lab, then click on the PI lab name for your lab. If you find your lab and everything is still good, then skip step #8 and move onto step #9.
8. **No problems, skip to #9.** If you had a problem finding your lab in step 7 then see below to 1 of the 3 likely scenarios.

a. **You are a lab member, but your PI’s lab is not there?** – If you do not see your PI’s name or their lab listed as one of the possible choices, then:
   
   i. Choose Temporary (UGA) lab by clicking on that lab listing.

   ii. Continue filling in the phone number information with YOUR phone number and the PI phone number. The PI phone number for the Temporary (UGA) lab is 555-1234.

   iii. Email Brian Tomlinson at bwt@uga.edu and we will add your PI’s lab to the UGA iLabSolutions system and associate you with that lab.

b. **You are a Departmental Manager and do not have a lab?** – If you are an administrator in a department and you do not have a lab, then select the Dept Managers (UGA) listing and continue on filling in the phone number information. The PI phone number for the Dept Managers(UGA) is 555-1234.
c. **You are a PI and do not see your lab?** – If so, then:
   
   i. Choose Temporary (UGA) lab by clicking on that lab.

   ![Temporary (UGA) lab selection](image1)

   ii. Continue filling in the phone number information with **YOUR** phone number and the PI phone number. The PI phone number for the Temporary (UGA) lab is 555-1234.

   iii. Email Brian Tomlinson at bwt@uga.edu and we will add your lab to the UGA iLabSolutions system and associate you with that lab. Then your lab members can complete this process and select your lab.

9. Insert your current phone number into the PHONE NUMBER line, even if it is the same as the PI phone number. As listed above the PI phone number for Dept Managers (UGA) and Temporary (UGA) lab is **555-1234**.

![PHONE NUMBER entry](image2)
10. Click register and you should receive a welcome screen. The “pending approval” relies on the lab PI or UGA iLabs Administrator to review your request and approve you for access to the lab.

11. You can now choose to send a reminder to the Designated Approver or go Back to Login Page.

12. You will receive an email to confirm that you were accepted into that lab once the PI or UGA iLabs Administrator reviews the request.

13. Good luck and if you have questions or comments please contact support@ilabsolutions.com or Brian Tomlinson at bwt@uga.edu (542-5975).