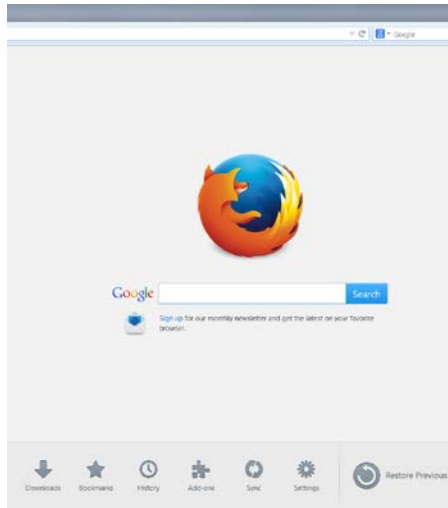
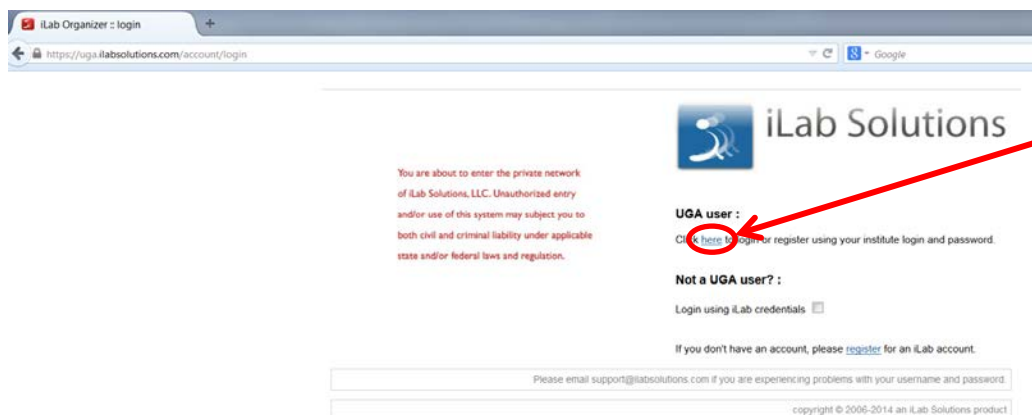


Click by Click instructions for Registering in iLabs at the University of Georgia

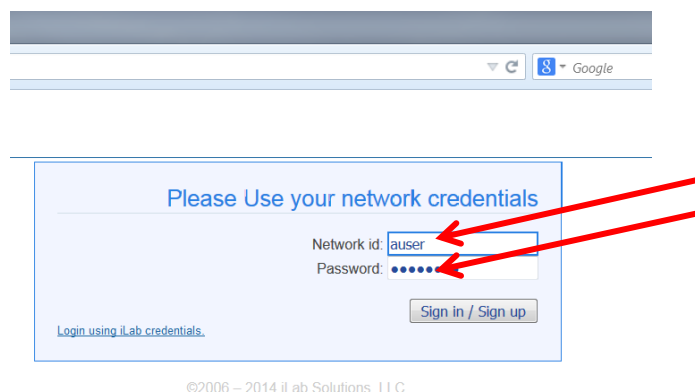
1. iLabSolutions recommends using Firefox as the most capable browser for using the iLabSolutions system.



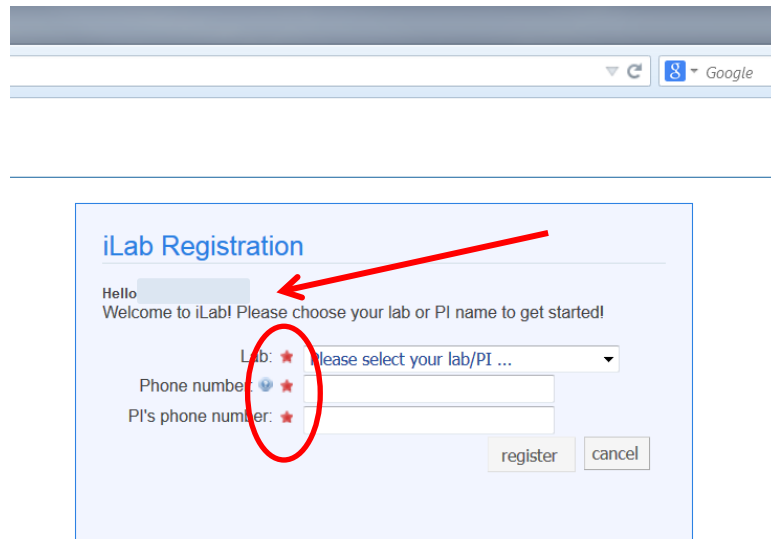
2. Type in: <https://uga.ilabsolutions.com> in the address bar on your internet browser.
3. On this first screen, Click the [HERE](#) link to send you to the UGA faculty and staff registration page.



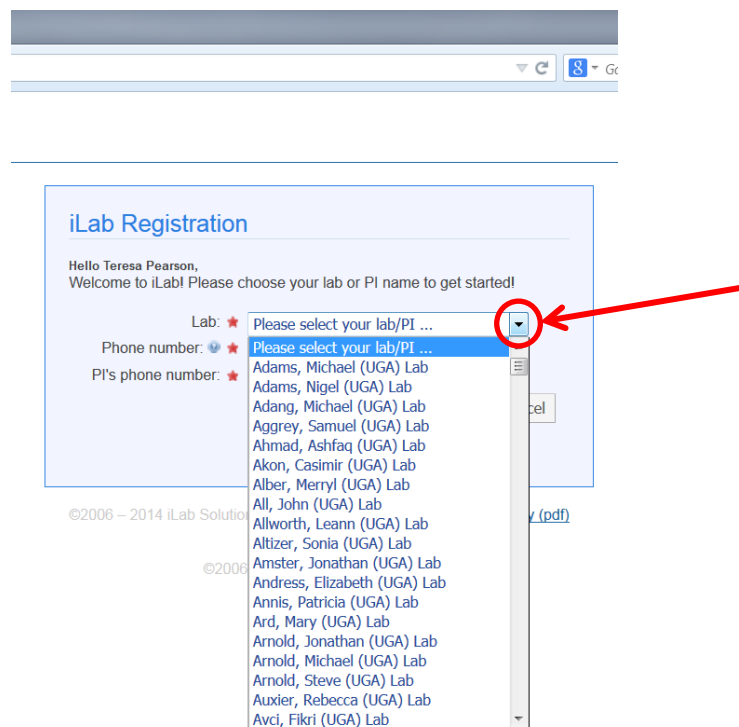
4. Enter your UGA MyID and password as seen below and click [Sign in/Sign up](#)



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).



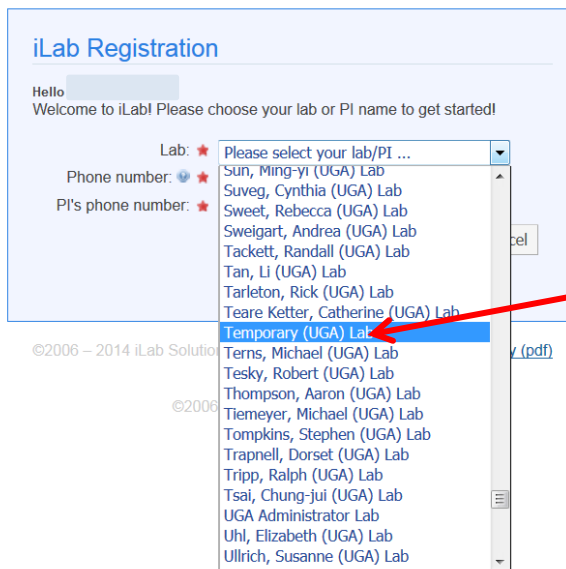
6. Click on the arrow button on the Lab line and scroll to find your PI. The UGA labs are sorted by last name of the PI for the lab.



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.

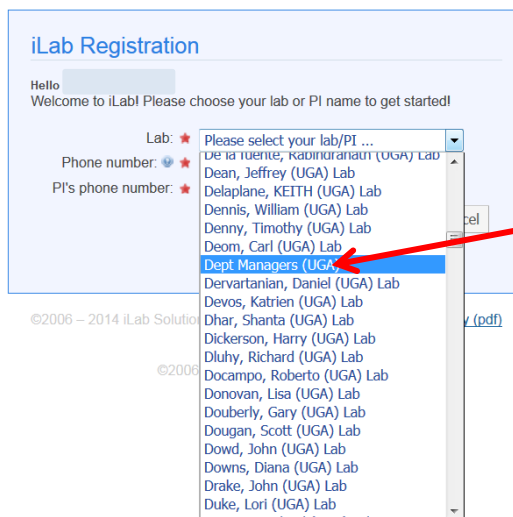
- a. **You are a lab member, but your PI's lab is not there?** – If you do not see your PI's name or their lab listed as one of the possible choices, then:
- i. Choose Temporary (UGA) lab by clicking on that lab listing.



The screenshot shows the 'iLab Registration' form. The 'Lab' dropdown menu is open, displaying a list of labs. The 'Temporary (UGA) Lab' option is highlighted with a red arrow. The form includes fields for 'Phone number' and 'PI's phone number'.

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- 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.



The screenshot shows the 'iLab Registration' form. The 'Lab' dropdown menu is open, displaying a list of labs. The 'Dept Managers (UGA)' option is highlighted with a red arrow. The form includes fields for 'Phone number' and 'PI's phone number'.

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- c. **You are a PI and do not see your lab?** – If so, then:
- Choose Temporary (UGA) lab by clicking on that lab.

The screenshot shows the 'iLab Registration' form. The 'Lab' dropdown menu is open, displaying a list of labs. A red arrow points to the 'Temporary (UGA) Lab' option, which is highlighted in blue. The form includes fields for 'Phone number' and 'PI's phone number', and a 'register' button.

iLab Registration

Hello [redacted]
Welcome to iLab! Please choose your lab or PI name to get started!

Lab: ★ Please select your lab/PI ...

Phone number: ★ 706-542-

PI's phone number: ★ 555-1234

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cancel

register

Temporary (UGA) Lab

Sun, Ming-yi (UGA) Lab

Suveg, Cynthia (UGA) Lab

Sweet, Rebecca (UGA) Lab

Sweigart, Andrea (UGA) Lab

Tackett, Randall (UGA) Lab

Tan, Li (UGA) Lab

Tarleton, Rick (UGA) Lab

Teare Ketter, Catherine (UGA) Lab

Terns, Michael (UGA) Lab

Tesky, Robert (UGA) Lab

Thompson, Aaron (UGA) Lab

Tiemeyer, Michael (UGA) Lab

Tompkins, Stephen (UGA) Lab

Trapnell, Dorset (UGA) Lab

Tripp, Ralph (UGA) Lab

Tsai, Chung-jiu (UGA) Lab

UGA Administrator Lab

Uhl, Elizabeth (UGA) Lab

Ullrich, Susanne (UGA) Lab

- 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.
 - 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.

The screenshot shows the 'iLab Registration' form. The 'Lab' dropdown menu is open, displaying a list of labs. A red arrow points to the 'Temporary (UGA) Lab' option, which is highlighted in blue. The form includes fields for 'Phone number' and 'PI's phone number', and a 'register' button.

iLab Registration

Hello [redacted]
Welcome to iLab! Please choose your lab or PI name to get started!

Lab: ★ Dept Managers (UGA)

Phone number: ★ 706-542-

PI's phone number: ★ 555-1234

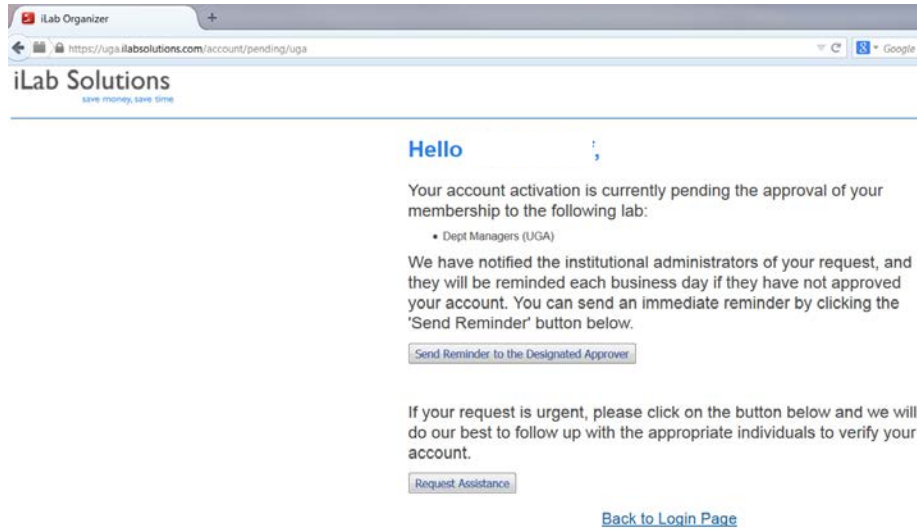
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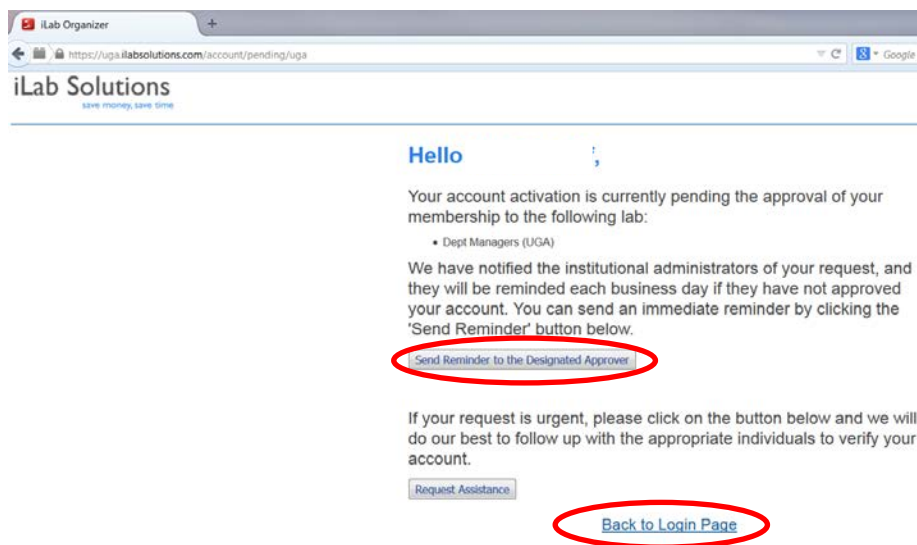
cancel

register

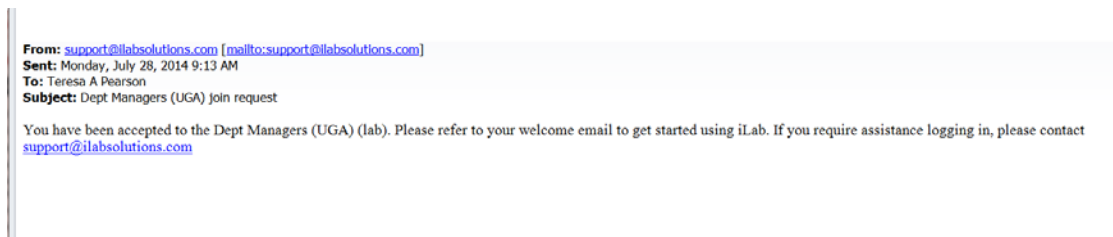
10. Click register and you should receive a welcome screen. The “pending approval” relies on the lab PI or UGA iLabs Administrator to review your request and approve you for access to the lab.



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).