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: <u>https://uga.ilabsolutions.com</u> 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.

| https://uga.ilabsolutions.com/account/login | | T C Soogle |
|---|---|---|
| | You are about to enter the private network of ILab Solutions, LLC. Unauthoritaed entry and/or use of this system may subject you to both civil and criminal liability under applicable | iLab Solutions |
| | state and/or federal laws and regulation. | Not a UGA user? : |
| | | Login using iLab credentials |
| | | If you don't have an account, please register for an iLab account. |
| | Please email supportig | liabsolutions com if you are experiencing problems with your username and password. |
| | Piease email supportig | ilabsolutions.com if you are experiencing problems with your username and pass copyright © 2006-2014 an ILab Solutions pro |

4. Enter your UGA MyID and password as seen below and click Sign in/Sign up



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5. You will be sent to the iLab registration page seen below. <u>YOUR NAME</u> should appear by the red arrow. The red stars indicate which boxes need to be filled out to continue the registration process (circled below).

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|--|---|--|-----------|
| iLab Regi Hello Welcome to iLa Phone nu PI's phone | istration abl Please choose your lab or Lub: lease select you mber lease select you number: lease select you | PI name to get started! ur lab/PI register cance | el |

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.

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|---------------------------|------------------------------------|--------------|
| ILab Registration | | |
| Hello Teresa Pearson, | | |
| Welcome to iLab! Please c | hoose your lab or PI name to get s | tarted! |
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| Lau. 🛪 | Please select your lab/P1 | |
| Phone number: 🖤 🌟 | Please select your lab/P1 | = |
| Pl's phone number: 🔺 | Adams, Michael (UCA) Lab | |
| | Adama Michael (UCA) Lab | |
| | Aggrov, Samuel (UCA) Lab | Lei |
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| | Akon Casimir (UCA) Lab | |
| | Albor Morpil (UGA) Lab | |
| | All John (UGA) Lab | |
| ©2006 – 2014 iLab Solutio | Allworth Leann (LICA) Lab | <u>(pdf)</u> |
| | Altizer Sonia (LIGA) Lab | |
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| | Andress Elizabeth (LIGA) Lab | |
| | Annic Datricia (UGA) Lab | |
| | Ard Mary (IIGA) Lab | |
| | Arnold Jonathan (LIGA) Lab | |
| | Arnold Michael (UGA) Lab | |
| | Arnold Stove (UCA) Lab | |
| | | |
| | Auxier Rebecca (LICA) 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 <u>YOUR</u> phone number and the PI phone number. The PI phone number for the Temporary (UGA) lab is 555-1234.
- iii. Email Brian Tomlinson at <u>bwt@uga.edu</u> 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 a adminstrator 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.

| Lab Registration | | |
|----------------------------|--|-------|
| | | |
| Hello | | |
| Welcome to iLab! Please c | hoose your lab or PI name to get started | 11 |
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| Lad: 🗯 | Please select your lab/PI | - |
| Phone number: 👳 🜟 | Dean Joffrey (UCA) Lab | * |
| Pl's phone number: 🔸 | Delanlano KETTH (UCA) Lab | |
| | Dennic William (UCA) Lab | |
| | Denny, Timothy (UCA) Lab | cel |
| | Doom Carl (UGA) Lab | 100 |
| | Dept Managors (UCA) | |
| | Dependence (UCA) Lab | |
| | Devos Katrien (LIGA) Lab | |
| @2006 - 2014 il ab Solutio | Dhar Shanta (UGA) Lab | (pdf) |
| 82000 2014 iEub 30iulio | Dickerson Harry (IIGA) Lab | (par) |
| | Dluby Richard (LIGA) Lab | |
| ©2006 | Docampo, Roberto (UGA) Lab | |
| | Donovan Lisa (LIGA) Lab | |
| | Douberly, Gary (UGA) Lab | |
| | Dougan, Scott (UGA) Lab | |
| | Dowd, John (UGA) Lab | |
| | Downs, Diana (UGA) Lab | |
| | Drake, John (UGA) Lab | |
| | Duke, Lori (UGA) Lab | _ |
| | Duman Mishaal (UCA) Lab | · · |

c. You are a PI and do not see your lab? - If so, then:

i. Choose Temporary (UGA) lab by clicking on that lab.

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| Lab: ★ | Please select your lab/PI | - | | |
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| Pl's nhone number: 🔺 | Suveg, Cynthia (UGA) Lab | | | |
| | Sweet, Rebecca (UGA) Lab | | | |
| | Tackett, Pandall (UGA) Lab | | cel | |
| | Tan Li (IIGA) Lab | | | |
| | Tarleton, Rick (UGA) Lab | | | |
| | Teare Ketter, Catherine (UGA) Lab | | | |
| | Temporary (UGA) Lab | 5 | | |
| ©2006 – 2014 iLab Solutio | Terns, Michael (UGA) Lab | | <u>y (pdf)</u> | |
| | Tesky, Robert (UGA) Lab | | | |
| | Thompson, Aaron (UGA) Lab | | | |
| | Tempking, Stephen (UGA) Lab | | | |
| | Trappell Dorset (UGA) Lab | | | |
| | Tripp, Ralph (UGA) Lab | | | |
| | Tsai, Chung-jui (UGA) Lab | E | | |
| | UGA Administrator Lab | | | |
| | Uhl, Elizabeth (UGA) Lab | | | |
| | Ullrich, Susanne (UGA) Lab | - | | |

- ii. Continue filling in the phone number information with <u>YOUR</u> phone number and the PI phone number. The PI phone number for the Temporary (UGA) lab is 555-1234.
- iii. Email Brian Tomlinson at <u>bwt@uga.edu</u> 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.
- 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 <u>555-1234</u>.

| iLab Registration | | |
|------------------------------------|---|----|
| Hello Welcome to iLab! Please c | noose your lab or PI name to get started! | |
| Lab: 🚖 | Dept Managers (UGA) 🗸 🗸 | |
| Phone number: 🥹 🛊 | 706-542- | |
| Pl's phone number: 🔺 | 555-1234 | |
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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).