



## Create Account

Navigate to the Penn State iLab site.

Click Sign-up in the upper right corner and register as a Penn State User.

If your account is not already created, you will be prompted to select a PI from the drop down list. If your PI is NOT listed in the list:

1. Select the PSU NEW USER (PSU) Lab as your PI.
2. Submit a ticket using the [iLab General Help Request form](#). Select the option **PI/Group Creation Request**. Your PI's lab will be created for you; you will be moved to your PI's lab.



## Helpful Links

### PSU iLab Site

<https://psu.corefacilities.org>

### PSU CORES Site

<https://cores.psu.edu>

### PSU iLab Training Site

<https://ilabtraining.psu.edu>

### Agilent iLab Help Site

<https://help.ilab.agilent.com>

### PI Training Video

<http://www.cores.psu.edu/project/ilab-user-training-video>

### CORES

Office of Research Information  
Systems  
The 330 Building, Suite 105  
University Park, PA16802  
[cores.psu.edu](http://cores.psu.edu)

# iLab User Quick Start Guide



## CORES

Core Services Supporting  
Penn State Research

Office of Research  
Information Systems  
[cores.psu.edu](http://cores.psu.edu)

## Schedule Equipment

You are now ready to reserve time on equipment in the core! Once you have access to funds and the core, you can reserve time on equipment listed on the **Schedule Equipment** tab.

1. Go to your desired core. See a core list at <https://psu.corefacilities.org/landing/328#/cores>
2. Navigate to the **Schedule Equipment** tab.
3. Click **View Schedule** next to equipment you want to reserve time on.
4. Drag & Drop in the time you wish. Fill in the form and save.

<https://tinyurl.com/membershiprequests>

The core may require the use of the **iLab Kiosk** when using their equipment. You must log on and off of the equipment after signing into the Kiosk at the core.

<https://help.ilab.agilent.com/37179-using-a-core/266114-logging-into-kiosk>

You must have a valid fund assigned by your PI before you can reserve time.  
The Core may have training requirements for equipment use.

## Request Services

<https://tinyurl.com/ilabservices>

Once you have access to funds and the core, you can make requests for services offered by the core on the **Request Services** tab.

1. Go to your desired core.
2. Navigate to the **Request Services** tab.
3. Complete the required form and Submit it to the core for review.
4. Respond to any communications from the core.
5. If necessary, approve the quote supplied by the core.

The cores have implemented a variety of forms and required fields.

During the completion of requested services, the core may add additional charges for consumables or required processes. Please communicate directly with the core with any questions that you have.

## Request Fund Access from PI

Discuss access to funds with your PI or your PI's lab manager.

You are **required** to have funds assigned to you for your use prior to reserving equipment or requesting services.

You will not be able to use any research facilities until you have a valid fund for use assigned within the iLab system. Your PI or PI's Lab Manager can assign funds to you.

## Training Video

Watch the iLab provided training video to ensure you understand how to make equipment reservations or request services when using a Penn State Research Facility.

*See link on the back of the guide.*