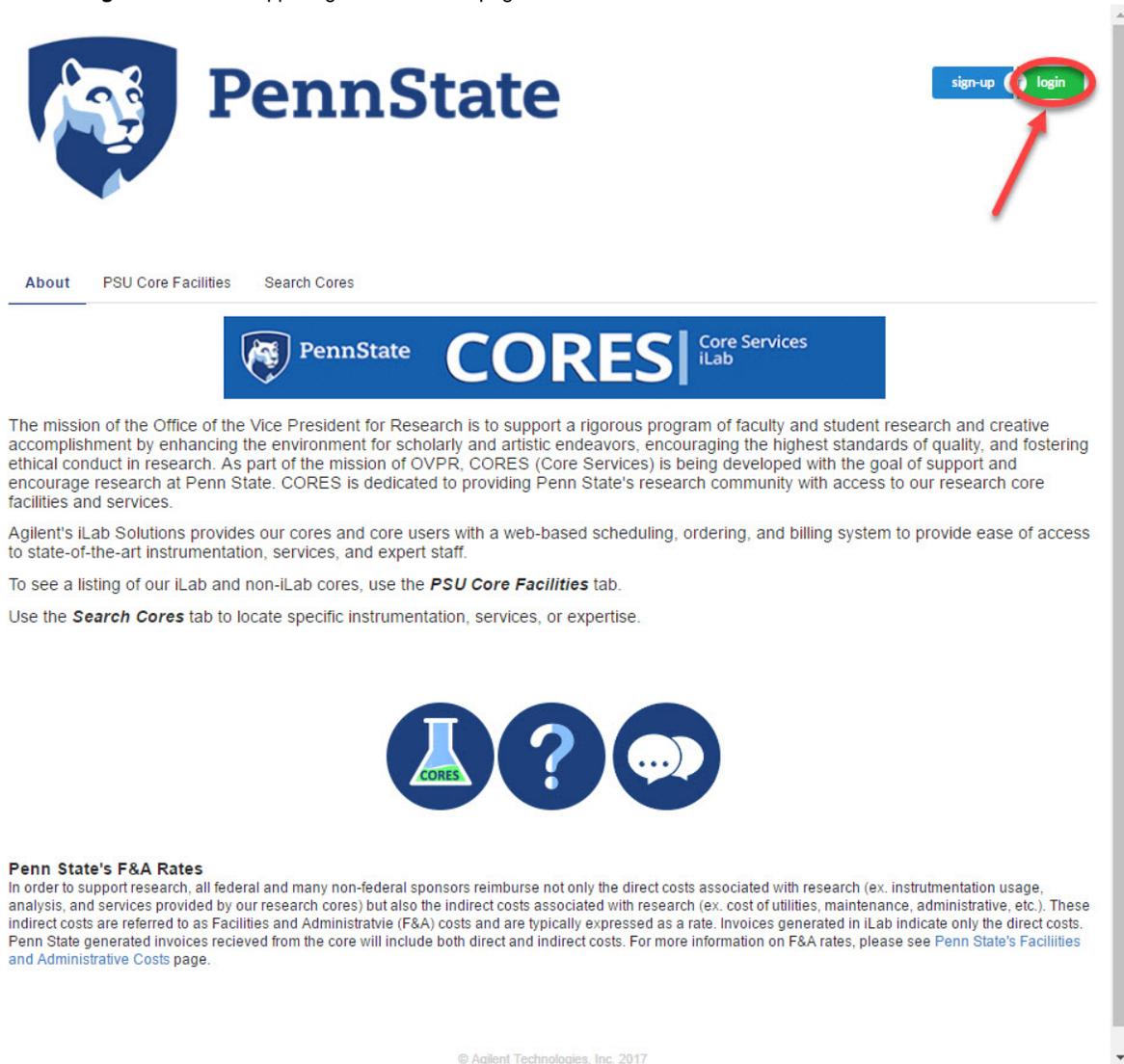# Activating your iLab Account (Internal PSU Users)

The following guide describes the steps required to log into the CrossLab (iLab) Core Facility Management Site
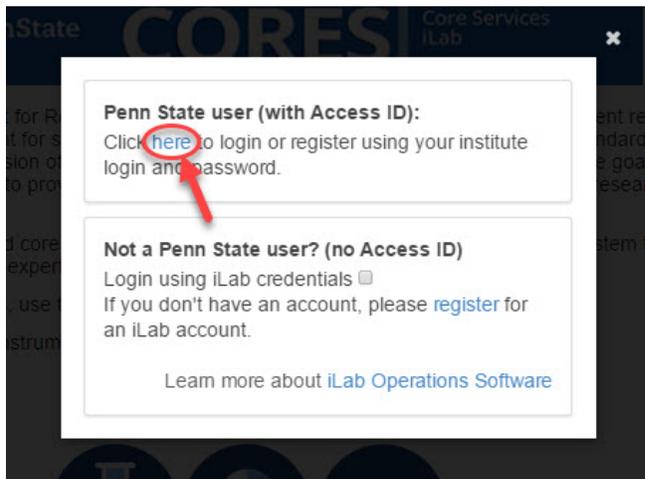
Step-by-step guide (Internal Penn State Users or External Users with a Penn State ID)

1. In a browser, navigate to the following URL: https://psu.corefacilities.org. Please bookmark this site for future reference.
    a. Click the **Login** button in the upper right corner of the page.

2. Under the ***Penn State user (with Access ID)*** heading, Click the link labeled "here" to continue.

3. If you have not yet logged into Penn State's Web Access, log into Penn State using your Web Access account credentials.
4. If you are new to iLab, you will need to complete your iLab Account Registration.
   a. **Registration Form**

   i. Select your PI from the drop down list. If you are a PI, you can select yourself as the PI.
   ii. Fill in your First Name, Last Name, and Penn State Email address. Your name and email address may already be automatically populated.
   iii. Fill in your phone number.
   iv. Select the **register** button to register for your account.
5. Once your account has been created, you will receive the following email indicating that your account is pending approval.

Hello John Smith

Your account activation is currently pending the approval of your membership to the following lab:

- Admin Lab (PSU)

We have notified the institutional administrators of your request, and they will be reminded each business day if they have not approved your account. You can send an immediate reminder by clicking the 'Send Reminder' button below.

[Send Reminder to the Designated Approver]

If your request is urgent, please click on the button below and we will do our best to follow up with the appropriate individuals to verify your account.

[Request Assistance]

Back to Login Page

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If your account request is urgent, please select the **Request Assistance** button in the email.
If your account is taking longer than 48 hours to be approved, please select the **Send Reminder to the Designated Approver** button.

You may want to contact your PI directly to let them know that you have submitted your request for their approval. They will approve your account request within iLab and assign you a valid fund number to use.

6. When your account is approved, you will receive an email similar to the following. This email will include basic information to get you started within iLab.

Welcome to iLab at Penn State University.

Penn State University is excited to launch a web-based tool to help manage central resources at the institute. We will be rolling out the software in several phases. You have completed the first step to accessing the current wave of cores. Your PI has been notified to accept your lab membership request.

Getting started with iLab

1. Click here to see the cores available to you: available cores
2. Login using your Penn State University username and password. (IMPORTANT: On initial login, set your account time zone, click 'update time zone'.)
3. Select a core from the list of cores at Penn State University
4. Once on the core's page, click the 'about' tab to learn more about the available services.
5. To request services from the core, click the 'request services' tab.
6. To schedule equipment, click on the 'schedule' tab (tabs may be named differently for some cores).

For detailed instructions, please use the following manuals:
For standard cores: basic manual
For scheduling cores: scheduling manual

If you have any questions, concerns, comments or suggestions, please use the 'leave feedback' link in the upper right hand corner once you are logged in. Alternatively, you can email us at ilab-support@agilent.com.

Best wishes, The iLab - Penn State University Team

7. You can now log into iLab at https://psu.corefacilities.org.

The recommended browser for the iLab program is either Firefox or Google Chrome.

Related articles

- Requesting Access to Unrestricted (Non-Sponsored) Account
- Trained User Template
- User's EPPN?