Dear PI,

Going forward, the Flow Cytometry Core at the Oklahoma Medical Research Foundation is excited to start using iLab, a new online system for scheduling equipment. All facility users are invited to use the system, which requires a one-time registration as discussed below.

**To register for an account:**

1. Navigate to the core page: <https://OMRF.ilab.agilent.com/service_center/show_external/4780>
2. In the upper-right-hand corner of the screen click ‘Sign In’ and use your OMRF logon.
3. You will be directed to an authentication page where you will need to enter your Oklahoma Medical Research Facility credentials
4. Once you have entered your credentials, click the ‘Login’ button
5. You will be directed to an iLab Registration page where you will need to select your PI/Lab, and verify your contact information

Before your lab members may schedule time on our equipment, you must “accept” them as “members” of your group and assign account numbers that they should use for Flow Core charges. You will receive emails as your lab members register for access to iLab. The request email will have specific instructions on how to approve the request.  We have pasted instructions below.

**Instructions for approving lab members to use iLab:**

1. Click here to log-in: <https://OMRF.ilab.agilent.com/service_center/show_external/4780>
2. Use your OMRF credentials to log into iLab. Then, look for the link in the left hand menu that says 'my labs'. Hover-over and select your lab.
3. Set the auto-approval amount if you do not wish to approve service requests below a certain dollar amount. To do this, select the 'Members' panel and enter a dollar amount in the 'Auto Pre-Approval' amount and click 'save settings.’
4. To approve lab membership requests, select the ‘Membership Requests & Account Number’ tab. New membership requests will show at the top of this page. Click “Approve” to accept a member into your lab. Click “Reject” if they are not a member of your lab.
5. To assign an Account Number to a member of your lab, find the member in the above list where it says, ‘Manage Account Number.’ Select the checkbox(s) to the right of their name for the Account Number(s) you wish to assign them.

If you need any help with anything please feel free to ask Diana or myself.

Sincerely,

Jacob Bass

The iLab & OMRF Flow Lab