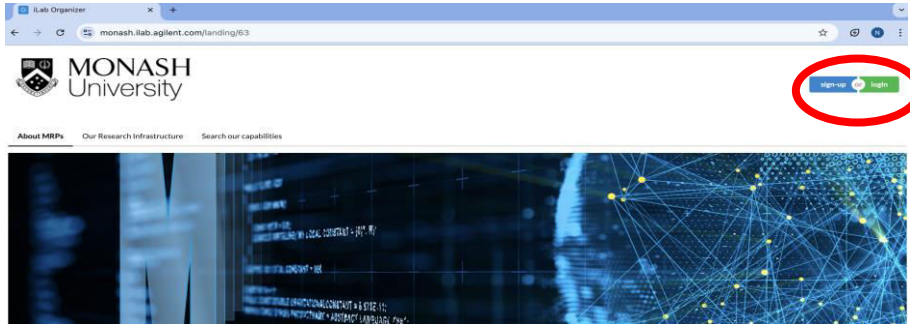


Contents

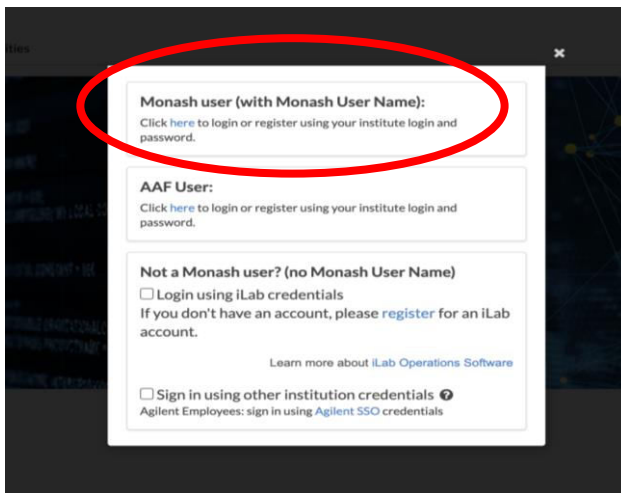
How to access iLab and Register as a new MMI user	2
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How to access iLab and Register as a new MMI user

1. Access the iLab website <https://monash.ilab.agilent.com/landing/63>



2. Sign up or log in using your Monash account (OKTA verification).



3. Register for iLab by adding in your details.
Note: You will need to verify with your supervisor that the fund source is accessible to you.

Register for iLab

Fill out all fields to create a new account. Please note that information entered here is for the iLab service.

* PI/Group

* First Name

* Last Name

* Email Address

Phone Number

[Cancel](#) [Register](#)

Registration instructions can be found for [external/industry users here](#) and for [Monash or Hudson users here](#)

4. You will be redirected to Approval page.

Hello

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

- Monash Micro Imaging (Admin) Lab

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](#)

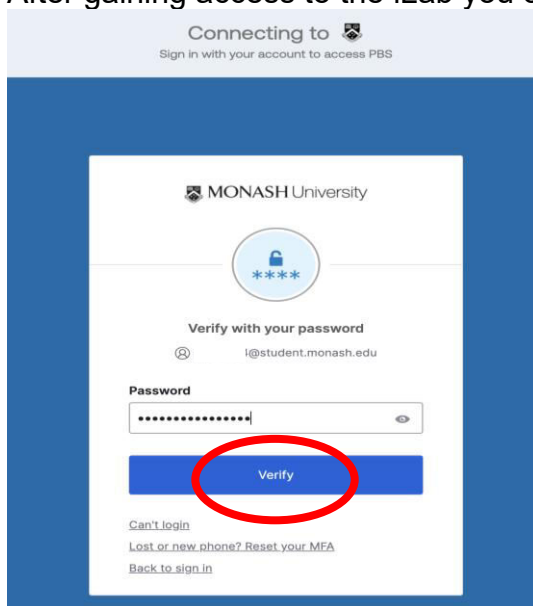
If your request is urgent, please click on the button below and we will do our best to follow up with the appropriate individuals to verify your account.


[Request Assistance](#)

[Back to Login Page](#)

© Agilent Technologies, Inc. 2025
[monash.iLab.agilent.com](#) | [privacy policy \(pdf\)](#) | [security policy](#)


5. After gaining access to the iLab you can now login via your credentials.



Connecting to 
 Sign in with your account to access PBS

MONASH University

Verify with your password

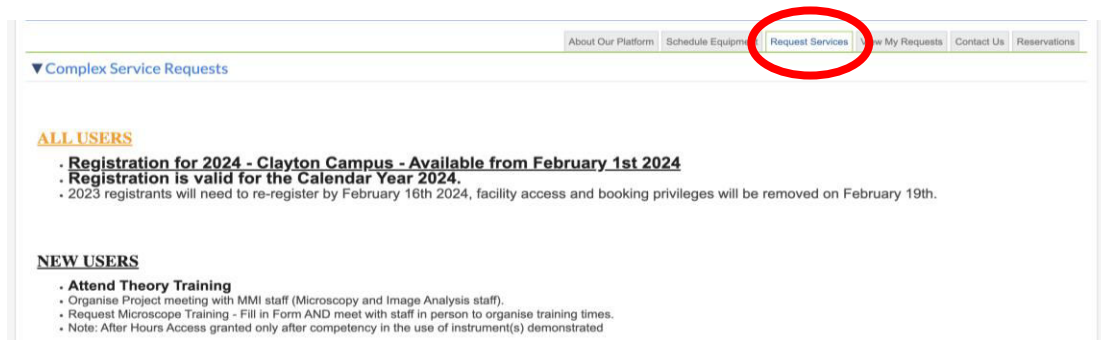
 i@student.monash.edu

Password

Verify

[Can't login](#)
[Lost or new phone? Reset your MFA](#)
[Back to sign in](#)

6. Go to the “Request Services” tab. Read the terms and conditions. Note that registration is valid for one calendar year only. You must **re-register every February** to maintain access.



About Our Platform | Schedule Equipment | **Request Services** | My Requests | Contact Us | Reservations

▼ Complex Service Requests

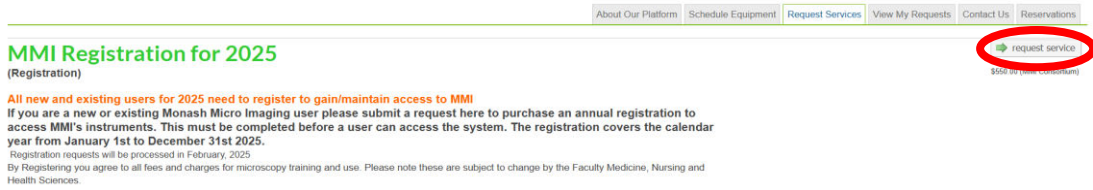
ALL USERS

- **Registration for 2024 - Clayton Campus - Available from February 1st 2024**
- **Registration is valid for the Calendar Year 2024.**
- 2023 registrants will need to re-register by February 16th 2024, facility access and booking privileges will be removed on February 19th.

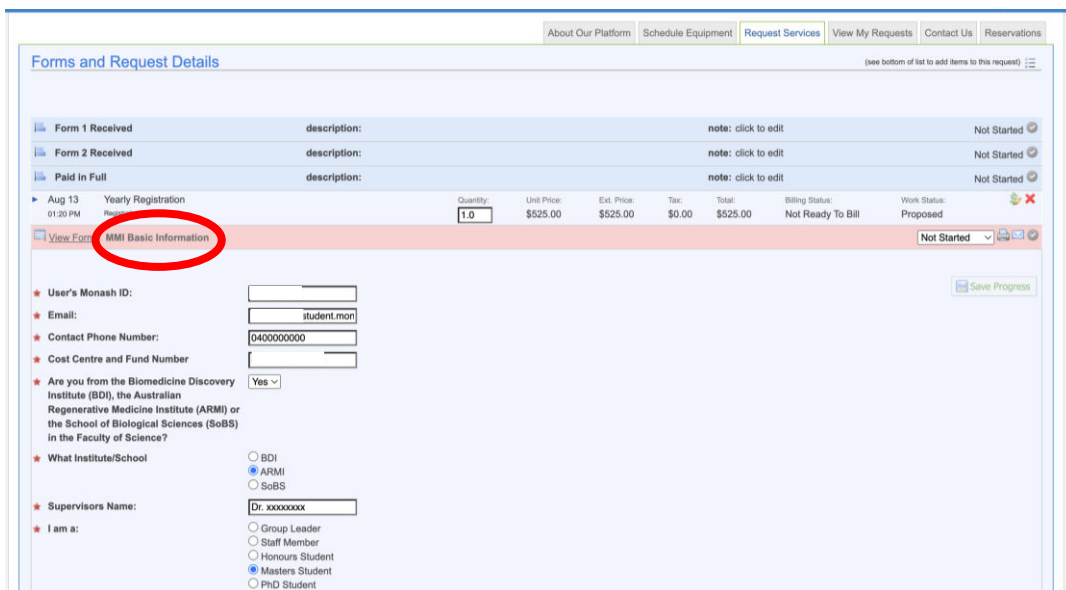
NEW USERS

- **Attend Theory Training**
- Organise Project meeting with MMI staff (Microscopy and Image Analysis staff).
- Request Microscope Training - Fill in Form AND meet with staff in person to organise training times.
- Note: After Hours Access granted only after competency in the use of instrument(s) demonstrated

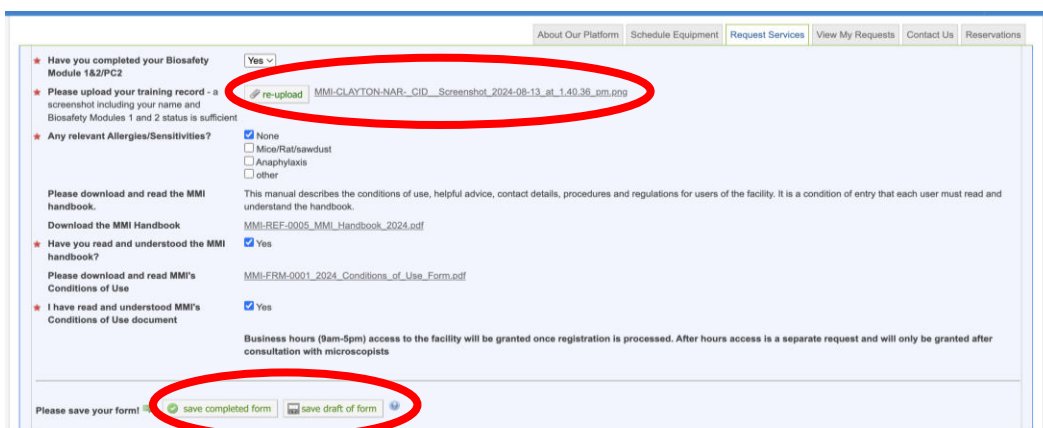
- Under the **MMI Registration** section, click the **“Request Service”** button. Ensure your group leader has assigned your fund sources and note your fund number (you will need this when filling out the form).



- Complete the **MMI Basic Information Form**. If needed, ask your group leader for your cost centre and fund number.



- For the Biosafety Module question, attach a screenshot from your myDevelopment account showing completion of Biosafety Module 1&2/PC2. Download and review the MMI handbook and Condition of Use file before answering the final two questions.



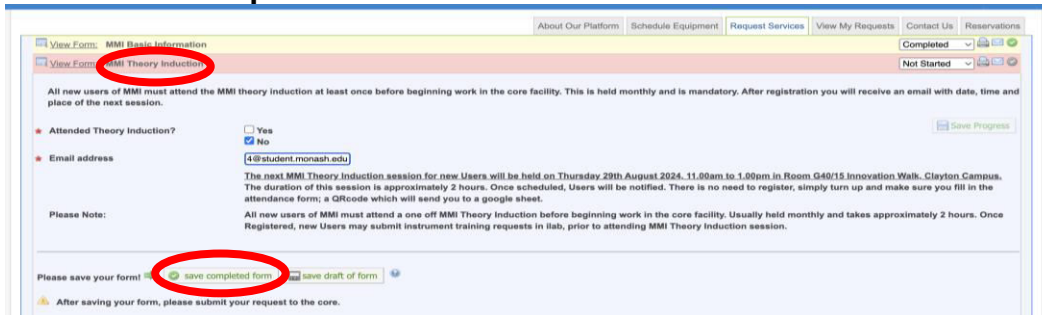
- Click **“Save completed form”** if all details are correct or choose **“Save a draft of the form”** to complete it later.

11. MMI Theory Induction Form:

As a new user, select "No" when filling out this form.

An invitation to Microscope Theory Induction will be sent to your email and you will receive a calendar invite for the event. (Attendance is mandatory)

Click **"Save Completed Form"**.



View Form: MMI Basic Information

View Form: **MMI Theory Induction**

All new users of MMI must attend the MMI theory induction at least once before beginning work in the core facility. This is held monthly and is mandatory. After registration you will receive an email with date, time and place of the next session.

Attended Theory Induction? Yes No

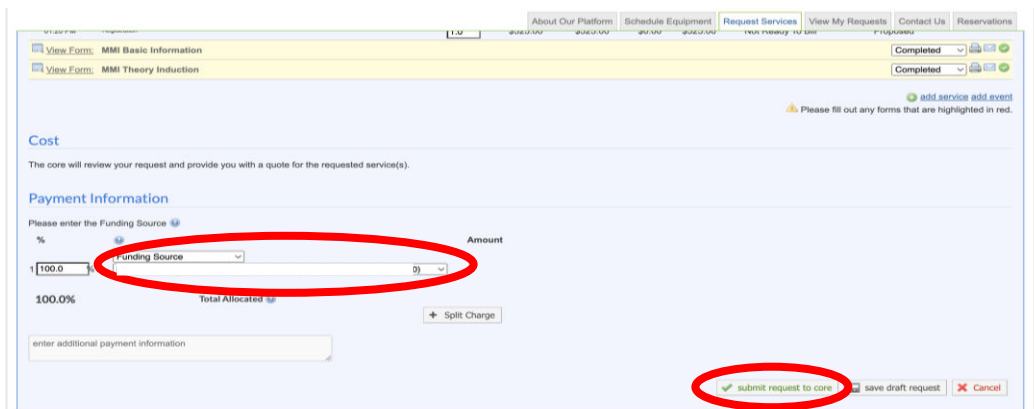
Email address:

Please Note: The next MMI Theory Induction session for new Users will be held on Thursday 29th August 2024, 11.00am to 1.00pm in Room G40/15 Innovation Walk, Clayton Campus. The duration of this session is approximately 2 hours. Once scheduled, Users will be notified. There is no need to register, simply turn up and make sure you fill in the attendance form; a QRcode which will send you to a google sheet. All new users of MMI must attend a one off MMI Theory Induction before beginning work in the core facility. Usually held monthly and takes approximately 2 hours. Once Registered, new Users may submit instrument training requests in Ilab, prior to attending MMI Theory Induction session.

Please save your form!

After saving your form, please submit your request to the core.

12. Under **"Payment Information"**, choose your funding source from the dropdown menu. Click the **"Submit request to core"** button to finalize your registration.



View Form: MMI Basic Information

View Form: MMI Theory Induction

Cost

The core will review your request and provide you with a quote for the requested service(s).

Payment Information

Please enter the Funding Source

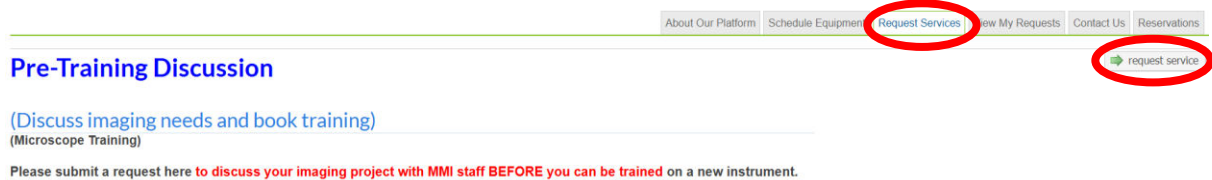
%	Funding Source	Amount
100.0	<input type="text" value="Funding Source"/>	<input type="text" value="0"/>
100.0%	Total Allocated	

enter additional payment information

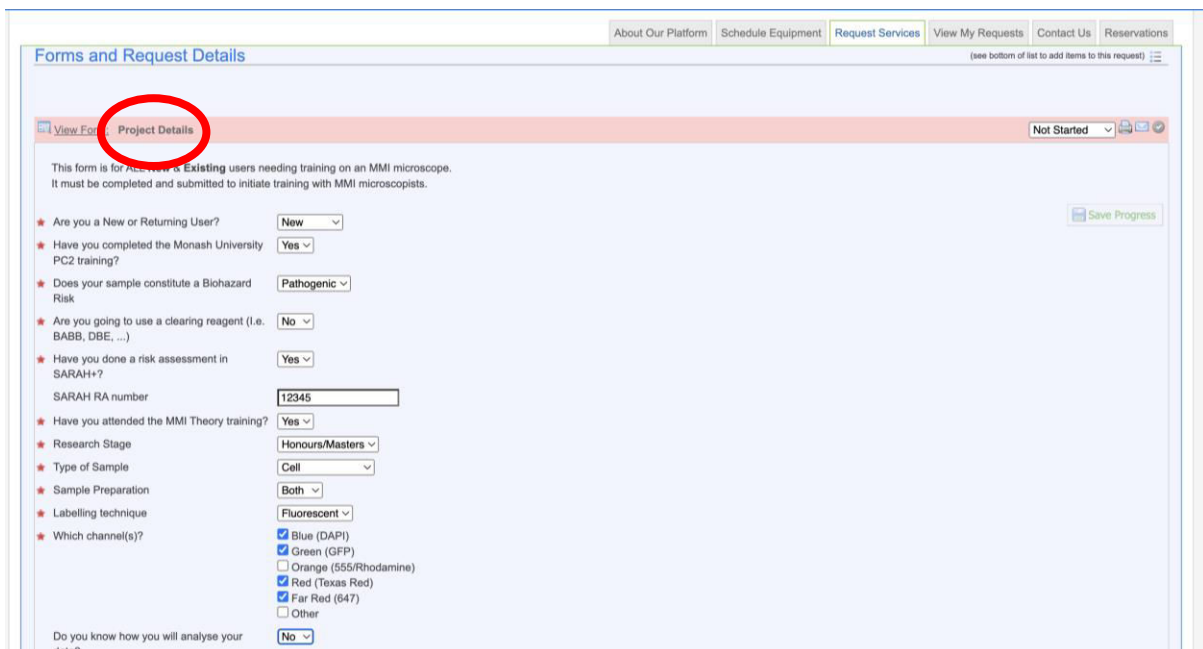
13. Once registration is complete, you may submit a Pre-training discussion form, to discuss your research project and begin training on the required microscope.

How to Request a Pre-Training Discussion

1. Log in to your iLab account.
2. Go to the “**Request Service**” tab and click the “**Request Service**” button under the Pre-Training Discussion.



3. Fill out the “**Project Details**” form based on your research project. Double-check all details are correct.



Forms and Request Details

This form is for **Existing** users needing training on an MMI microscope. It must be completed and submitted to initiate training with MMI microscopists.

★ Are you a New or Returning User?

★ Have you completed the Monash University PC2 training?

★ Does your sample constitute a Biohazard Risk?

★ Are you going to use a clearing reagent (i.e. BABB, DBE, ...)?

★ Have you done a risk assessment in SARAH+?

SARAH RA number

★ Have you attended the MMI Theory training?

★ Research Stage

★ Type of Sample

★ Sample Preparation

★ Labelling technique

★ Which channel(s)?

- Blue (DAPI)
- Green (GFP)
- Orange (555/Rhodamine)
- Red (Texas Red)
- Far Red (647)
- Other

Do you know how you will analyse your data?

4. Please select up to three preferred time slots for discussing your project with MMI staff, to be scheduled within 24 hours of submitting your request.
5. Click “**Save completed form**” or “**Save draft of form**” if you need to come back later.

About Our Platform
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Have you completed the Monash University PC2 training? Yes

Does your sample constitute a Biohazard Risk? Pathogenic

Are you going to use a clearing reagent (i.e. BABB, DBE, ...)? No

Have you done a risk assessment in SARA4+? Yes
 SARA4 RA number:

Have you attended the MMI Theory training? Yes

Research Stage: Honours/Masters

Type of Sample: Cell

Sample Preparation: Both

Labelling technique: Fluorescent

Which channel(s)?
 Blue (DAPI)
 Green (GFP)
 Orange (555/Rhodamine)
 Red (Texas Red)
 Far Red (647)
 Other

Do you know how you will analyse your data? No

Project Discussion meeting

Preference 1:

Preference 2:

Preference 3:

Please save your form!
 save completed form
 save draft of form

6. Skip the MMI Microscope Training Checklist (MMI staff will complete this section). Select your funding source from the dropdown menu. Click **“Submit request to core”** to finish your training request.

About Our Platform
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 Reservations

Please fill out any forms that are highlighted in red.

Cost
 The core will review and update this projected cost. You will only be billed for completed work.

Total Projected Cost: \$

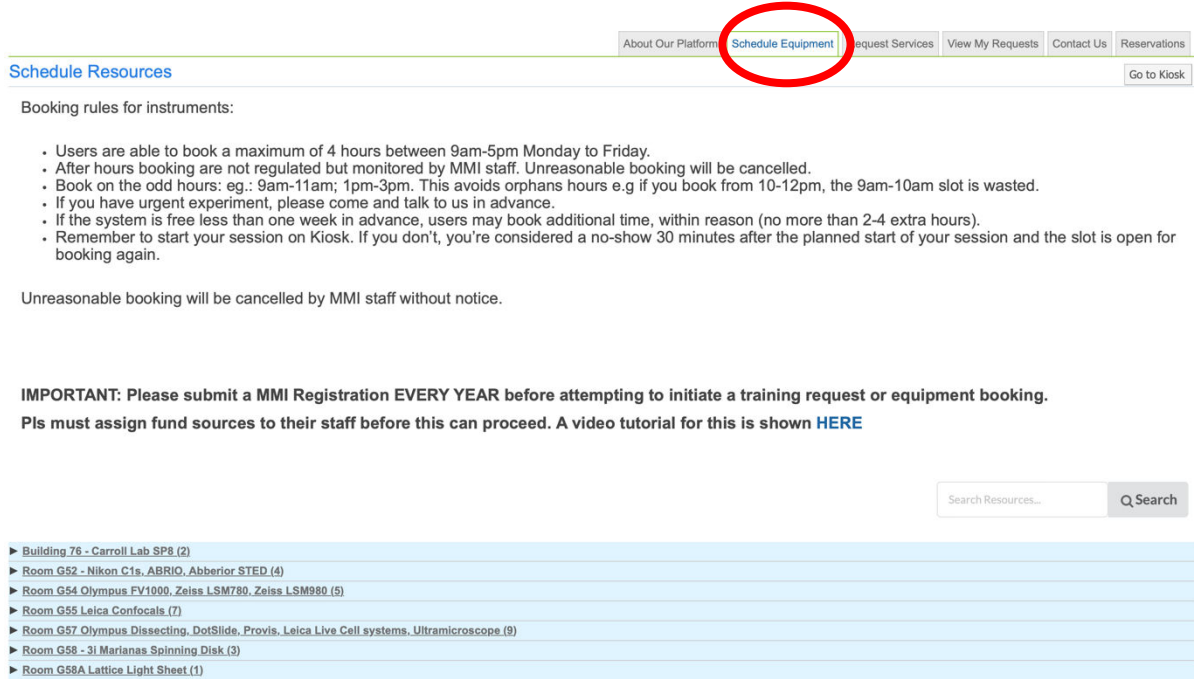
Payment Information
 Please enter the Funding Source

%	Funding Source	Amount
100.0%	<input type="text" value="Funding Source"/>	
100.0%	Total Allocated	

submit request to core
 save draft request

How to Book Microscope Equipment

1. Booking is managed via the “**Schedule Equipment**” tab. A list of all MMI rooms and equipment will be displayed (select the drop-down option for listing all equipment in the room.



[About Our Platform](#)
[Schedule Equipment](#)
[Request Services](#)
[View My Requests](#)
[Contact Us](#)
[Reservations](#)

[Go to Kiosk](#)

Schedule Resources

Booking rules for instruments:

- Users are able to book a maximum of 4 hours between 9am-5pm Monday to Friday.
- After hours booking are not regulated but monitored by MMI staff. Unreasonable booking will be cancelled.
- Book on the odd hours: eg.: 9am-11am; 1pm-3pm. This avoids orphans hours e.g if you book from 10-12pm, the 9am-10am slot is wasted.
- If you have urgent experiment, please come and talk to us in advance.
- If the system is free less than one week in advance, users may book additional time, within reason (no more than 2-4 extra hours).
- Remember to start your session on Kiosk. If you don't, you're considered a no-show 30 minutes after the planned start of your session and the slot is open for booking again.

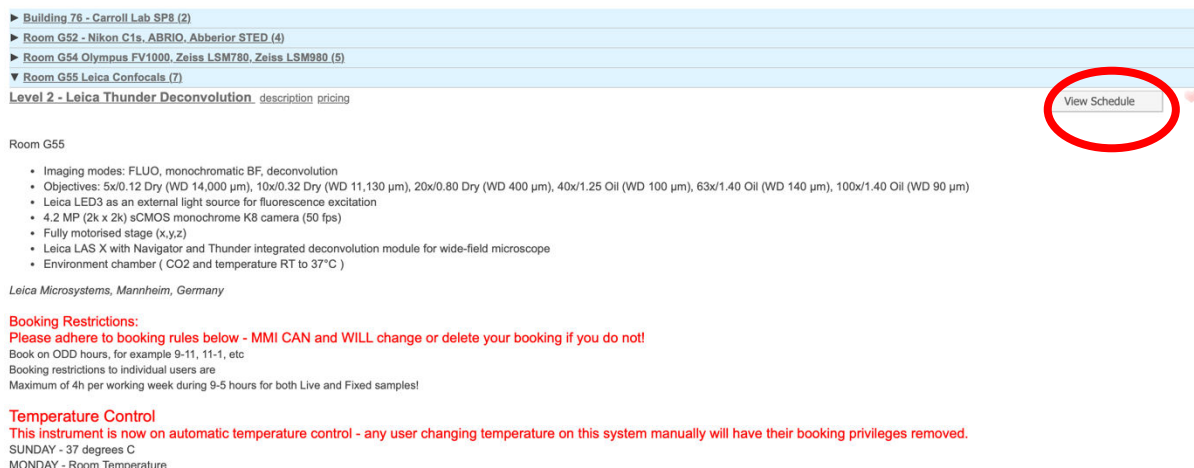
Unreasonable booking will be cancelled by MMI staff without notice.

IMPORTANT: Please submit a MMI Registration EVERY YEAR before attempting to initiate a training request or equipment booking.
Pls must assign fund sources to their staff before this can proceed. A video tutorial for this is shown [HERE](#)

Search Resources...

- ▶ Building 76 - Carroll Lab SP8 (2)
- ▶ Room G52 - Nikon C1s, ABRIO, Abberior STED (4)
- ▶ Room G54 Olympus FV1000, Zeiss LSM780, Zeiss LSM980 (5)
- ▶ Room G55 Leica Confocals (7)
- ▶ Room G57 Olympus Dissecting, DotSlide, Provis, Leica Live Cell systems, Ultramicroscope (9)
- ▶ Room G58 - 3i Marianas Spinning Disk (3)
- ▶ Room G58A Lattice Light Sheet (1)

2. Click “**View Schedule**” to see the calendar showing weekly/monthly availability of the chosen equipment. Hover over a booking for additional information.



[Building 76 - Carroll Lab SP8 \(2\)](#)
[Room G52 - Nikon C1s, ABRIO, Abberior STED \(4\)](#)
[Room G54 Olympus FV1000, Zeiss LSM780, Zeiss LSM980 \(5\)](#)
[Room G55 Leica Confocals \(7\)](#)

[Level 2 - Leica Thunder Deconvolution](#)
[description](#)
[pricing](#)

Room G55

- Imaging modes: FLUO, monochromatic BF, deconvolution
- Objectives: 5x/0.12 Dry (WD 14,000 µm), 10x/0.32 Dry (WD 11,130 µm), 20x/0.80 Dry (WD 400 µm), 40x/1.25 Oil (WD 100 µm), 63x/1.40 Oil (WD 140 µm), 100x/1.40 Oil (WD 90 µm)
- Leica LED3 as an external light source for fluorescence excitation
- 4.2 MP (2k x 2k) sCMOS monochrome K8 camera (50 fps)
- Fully motorised stage (x,y,z)
- Leica LAS X with Navigator and Thunder integrated deconvolution module for wide-field microscope
- Environment chamber (CO2 and temperature RT to 37°C)

Leica Microsystems, Mannheim, Germany

Booking Restrictions:
Please adhere to booking rules below - MMI CAN and WILL change or delete your booking if you do not!
Book on ODD hours, for example 9-11, 11-1, etc
Booking restrictions to individual users are
Maximum of 4h per working week during 9-5 hours for both Live and Fixed samples!

Temperature Control
This instrument is now on automatic temperature control - any user changing temperature on this system manually will have their booking privileges removed.
SUNDAY - 37 degrees C
MONDAY - Room Temperature

	Sun, 18 Aug	Mon, 19 Aug	Tue, 20 Aug	Wed, 21 Aug	Thu, 22 Aug	Fri, 23 Aug	Sat, 24 Aug
07:00 AM							
08:00 AM							
09:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
01:00 PM							
02:00 PM							
03:00 PM				03:00 PM - 07:30 PM Unassisted Use			
04:00 PM							
05:00 PM							
06:00 PM							
07:00 PM							

- Click on an empty slot in the calendar to adjust the booking details (hours, funding source, etc.). You can also add collaborators using the options on the right-hand side. Click **“Save and Confirm Usage”** to assign your booking.

General
Comments
Contacts

Reservation details ⚠ Unsaved reservation - click save reservation

For: Level 1 - Nikon C1 Invert #1 - Training \$10.50/hr (All Customers) - My Reservation
 Lab: [Monash Micro Imaging \(Admin\) Lab](#)
 Created on: August 06, 2024 11:08

Specify the required resource: Level 1 - Nikon C1 Invert #1 🔍 ⚙

Event Notes: note visible to anyone 🔒 🔓

Copy notes to the charge and display on the invoice

Times

Scheduled	Start	End	
	Aug 06 2024 03:00 PM	Aug 06 2024 04:00 PM	✏

Reserve time on a linked schedule

Reserve

Repeating event

Enabled

Use and cost of reservation

Duration	Effective Rate	Amount	Use Type
1.0 hours	\$10.50		

Collaborators

Add collaborators to this event +

Add entire group of collaborators [Monash Micro Imaging \(Admin\) Lab](#). This will include everyone within the group

Required forms

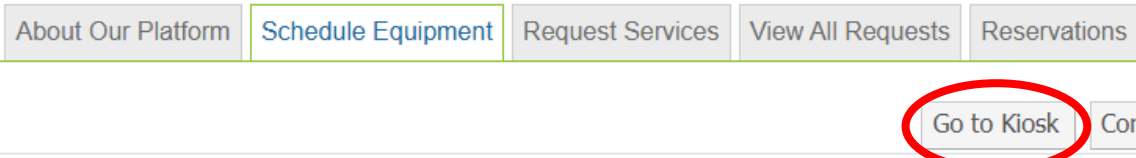
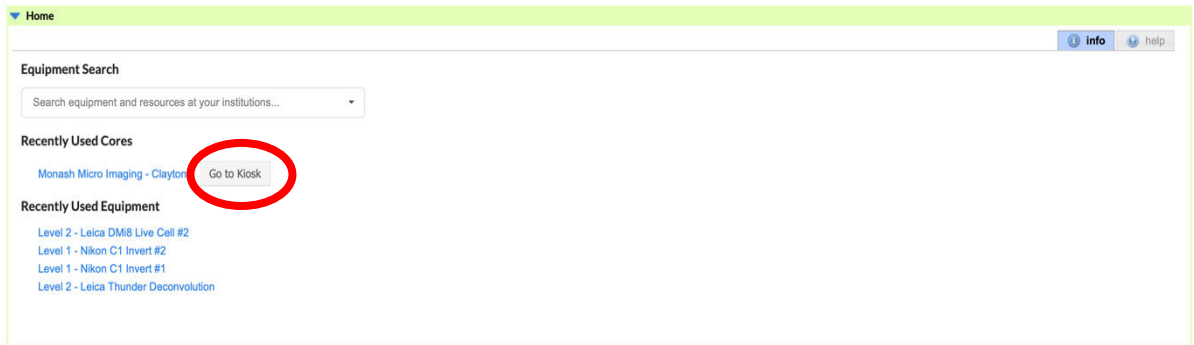
There are no forms required to make this reservation.

Save Reservation
⚠ Cancel Changes
💰 Save & Confirm Usage

✖ Delete Reservation

How to Use the Kiosk (Start/Stop/Extend) on the device.

1. On the home page or within the “**Schedule Equipment**” section, click “**Go to Kiosk**”.



2. Click the Start button to unlock your microscope's monitor and begin your session.

Owner	Resource	Start	End	Actions
	Level 3 - Marianas Spinning Disk (Level 3 - Marianas Spinning Disk)	08 Mar 04:12 PM	5 minutes left	Pause
	Level 1 - Nikon C1 Invert Confocal Microscopes (2 Instruments) (Level 1 - Nikon C1 Invert #2)	10 Mar 08:58 AM	5 minutes left	Pause
	Level 2 - Leica SP8 Invert Confocal Microscope (Level 2 - Leica SP8 Invert)	10 Mar 09:11 AM	2 hours left	Pause
	Level 3 - Zeiss LSM 980 Confocal Microscope (Level 3 - Zeiss LSM 980 Confocal Microscope)	10 Mar 09:10 AM	2 hours left	Pause
	Level 1 - Rocinante (Instance 1)	10 Mar 10:15 AM	10 Mar 04:00 PM	Start
	Level 2 - Leica Thunder Deconvolution (Level 2 - Leica Thunder Deconvolution)	10 Mar 11:00 AM	10 Mar 01:00 PM	Start
	Level 2 - Leica Thunder Deconvolution (Level 2 - Leica Thunder Deconvolution)	10 Mar 01:00 PM	10 Mar 03:00 PM	Details
	Level 2 - Leica Stellaris5 Invert Confocal Microscope (Level 2 - Leica Stellaris5 Invert)	10 Mar 01:00 PM	10 Mar 09:00 PM	Details

3. If you need more time, you have the option to extend your session for up to two hours.
4. After the session, please click the finish button.

Level 1 - Nikon C1 Upright Confocal Microscope (Level 1 - Nikon C1 Upright) -

Off ⏏

	Pause
■	Finish
+	Extend
➡	Log out & use equipment

00:00:12

ELAPSED TIME

Scheduled	10 Mar 11:00 AM	10 Mar 12:00 PM
Logged	10 Mar 11:02 AM	57 minutes left

How to Order Consumables using iLab

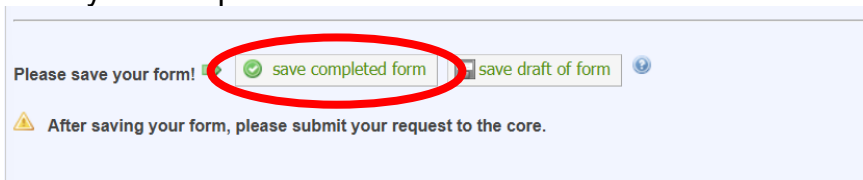
1. Click the **“Request Services”** tab. Scroll down to find **“Consumables Request”** and click **“Request Service”**.



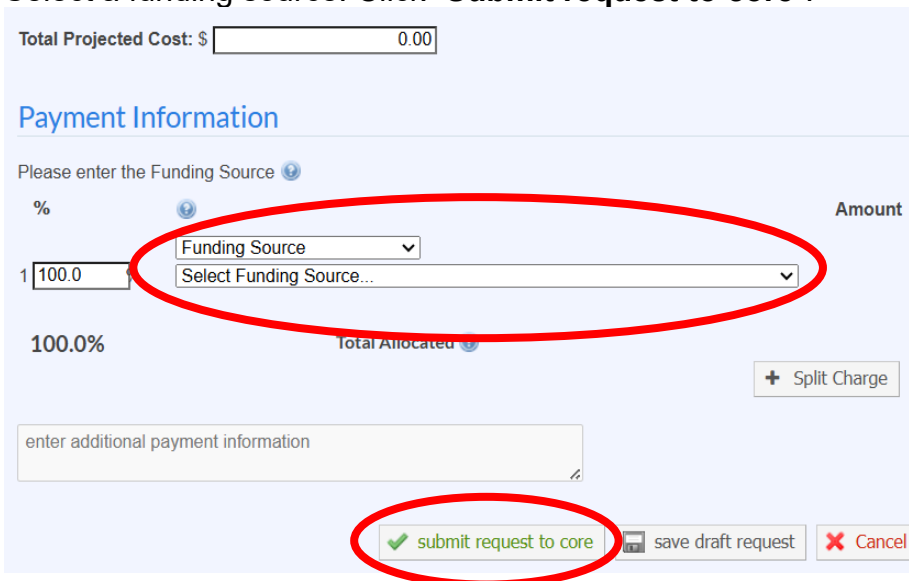
2. Click **“View form: Consumables Request Form”**. Input the quantity of the item you need and click **“Add selected services”**.



3. Save your completed form.

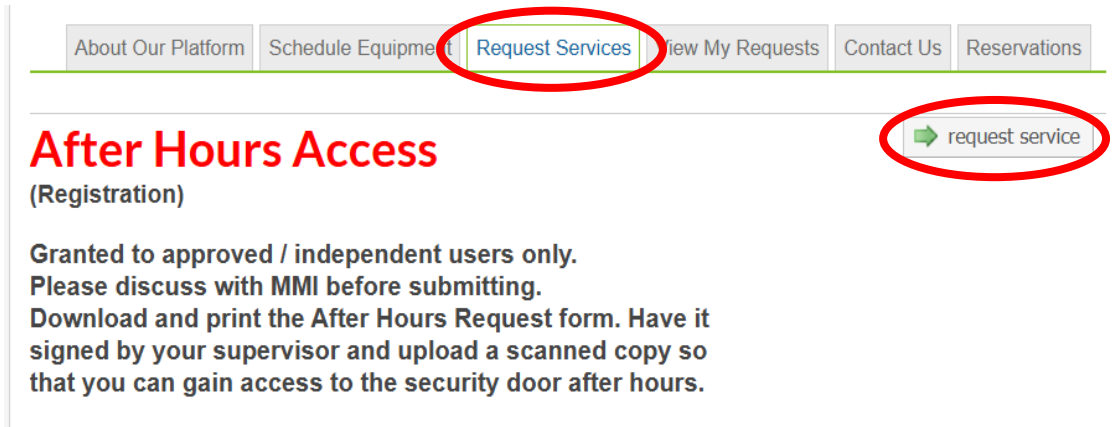


4. Select a funding source. Click **“Submit request to core”**.



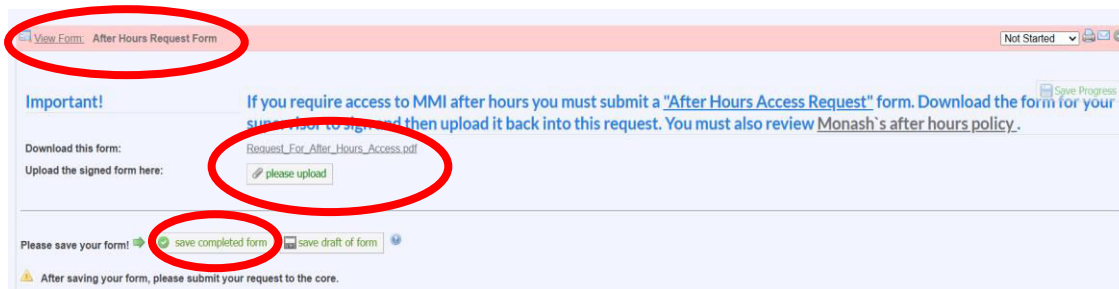
How to Request After Hours Access

1. Click the “Request Services” tab. Find **After Hours Access** and click “Request Service”.



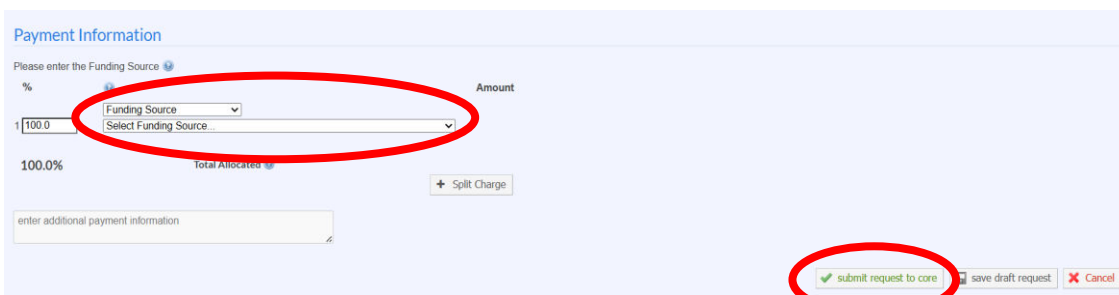
The screenshot shows a navigation menu with tabs: "About Our Platform", "Schedule Equipment", "Request Services", "View My Requests", "Contact Us", and "Reservations". The "Request Services" tab is circled in red. Below the menu, the heading "After Hours Access (Registration)" is displayed in red. To the right, a button labeled "request service" with a green arrow icon is also circled in red. Below the heading, there is instructional text: "Granted to approved / independent users only. Please discuss with MMI before submitting. Download and print the After Hours Request form. Have it signed by your supervisor and upload a scanned copy so that you can gain access to the security door after hours."

2. Under “View form: After Hours Request Form”. Upload the form that has been signed by your supervisor. And click on “save completed form”.



The screenshot shows a web browser window titled "View Form: After Hours Request Form". The page contains an "Important!" notice and instructions: "If you require access to MMI after hours you must submit a 'After Hours Access Request' form. Download the form for your supervisor to sign and then upload it back into this request. You must also review Monash's after hours policy." Below this, there is a "Download this form:" section with a link to "Request_For_After_Hours_Access.pdf". Underneath, the "Upload the signed form here:" section has a "please upload" button circled in red. At the bottom, the "Please save your form!" section has a "save completed form" button circled in red. A note at the bottom states: "After saving your form, please submit your request to the core."

3. Click “Submit request to core” to complete the process.



The screenshot shows the "Payment Information" section of the form. It includes a table for funding sources with columns for "%", "Funding Source", and "Amount". The "Funding Source" dropdown menu is circled in red. Below the table, there is a "Total Allocated" field showing "100.0%" and a "Split Charge" button. At the bottom right, a "submit request to core" button with a green checkmark icon is circled in red. Other buttons include "save draft request" and "Cancel".