Registration Process for External iLab Users

1. Navigate to the following URL into your browser:
   https://monash.ilab.agilent.com/landing/63

2. Bookmark this URL for future use.

3. Once on the iLab login page, click “Sign-up”. Here you have two options for registration:

   - **Monash user (with Monash User Name):**
     Click here to login or register using your institute login and password.

   - **AAF User:**
     Click here to login or register using your institute login and password.

   - **Not a Monash user? (no Monash User Name):**
     Login using iLab credentials.
     If you don’t have an account, please register for an iLab account.
i. If you choose “AAF User” you will be taken to the following page where you can select your institution. There you can use your institutional login and password to access iLab.

![AAF User login page]

ii. If you do not have an AAF login you must choose “Not a Monash user? (No Monash User Name)” to create an iLab account as outlined in the next steps.

4. Creating an iLab account is a 4 step process. Complete the required fields within the different sections of the registration form. It is important to provide accurate and sufficient information for the iLab team to create your account or contact someone if needed.

i. Enter your Institution/Company email address and complete the authentication process.

![Email authentication page]

ii. Enter your name, phone number, and choose your Institute/Company from the dropdown menu. If your Institute/Company is not listed, then enter the name and a new one will be created for you. E.g. “External Company (create new)”.

![Name selection page]
iii. Enter the group you are associated with. This is usually a PI/Lab group. If this does not appear on the list a new group must be created. Enter the name of your PI (or your name if you are the PI) and click “Create New Group…”. After this form is filled out, click “Continue”.

Enter the details of your group so that it can be created by iLab Administration and added to the dropdown menu for future group members to select. After this form is filled out, click “Continue”.
iv. Finally enter your Institute's/Company's finance department details. After this form is filled out, click “Complete”.

5. Once you have completed your registration, an iLab Support Associate will work to get your account created. They may contact you, your PI, or Monash University for further details.

6. After your account has been created you will be notified by email and will then be able to login to iLab via your iLab Credentials (username and password) and request services from Monash Technology Research Platforms. Your username will be your email address. If you do not know your password, use the “Reset Password” option.

7. If your Supervisor/PI does not currently have an iLab account, they will receive an email informing them that an account and group have been created for them as part of this process. They must then login by following the link to reset their password in order to complete their registration. This will allow them to approve any purchases that are made, or set an increased auto-approval threshold that will allow any work below that value to be carried out without requiring manual approval.
Alternatively, your PI can appoint a financial delegate within the Lab (for example: the lab manager) to carry out these functions for them. This delegation can be done directly by the PI (if already registered) by editing the lab member’s privileges, or by you sending an email (with your PI cc’d) to iLab-support@agilent.com instructing them to make this change for you. Monash iLab Administration cannot alter this setting.

8. Don’t forget to set your time zone when you first log in!

If you have any issues with creating an account, please contact the Monash Institutional Administrator via: Platforms@Monash.edu