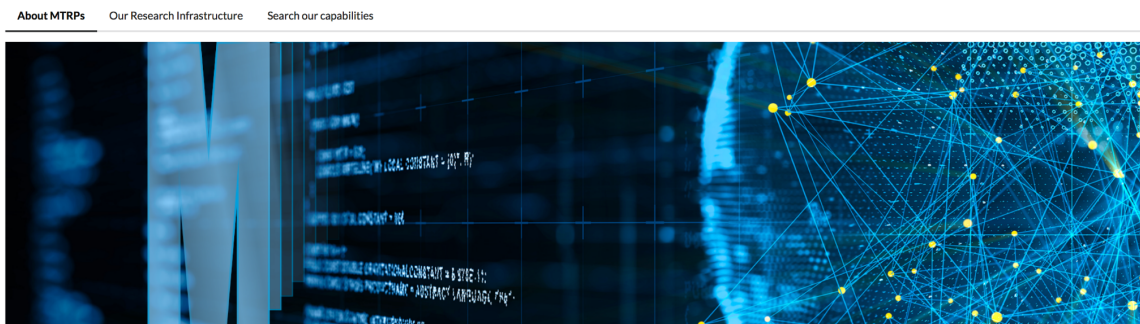


External User Registration Manual

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.

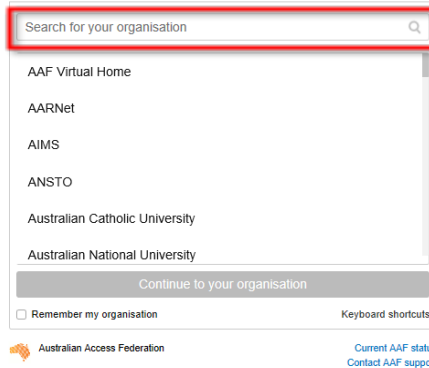
[Learn more about iLab Operations Software](#)

- 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.

Login to iLab Solutions

iLab Operations Software, a part of the Agilent CrossLab family, is an enterprise web-based management tool designed to support operations for centralized labs and shared research resources.

Please select your organisation below, you will be redirected to complete the login process.

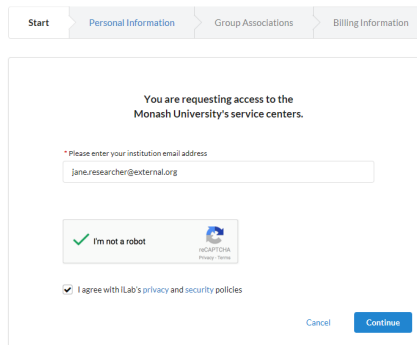


The screenshot shows a search bar with the text "Search for your organisation" and a magnifying glass icon. Below the search bar is a dropdown menu with the following options: AAF Virtual Home, AARNet, AIMS, ANSTO, Australian Catholic University, and Australian National University. At the bottom of the dropdown is a button labeled "Continue to your organisation". Below the dropdown is a checkbox labeled "Remember my organisation" and a link labeled "Keyboard shortcuts". At the bottom of the page are the Australian Access Federation logo and the text "Current AAF status" and "Contact AAF support".

- 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.



Already have an account? [Sign In](#) [English](#)



The screenshot shows a registration form with a progress bar at the top with four steps: Start, Personal Information, Group Associations, and Billing Information. The 'Personal Information' step is currently active. The main content area has the heading "You are requesting access to the Monash University's service centers." Below this is a text input field with the placeholder text "* Please enter your institution email address" and the value "jane.researcher@external.org". Below the input field is a "I'm not a robot" checkbox with a green checkmark and a reCAPTCHA icon. Below that is a checked checkbox labeled "I agree with iLab's privacy and security policies". At the bottom right are "Cancel" and "Continue" buttons.

- 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)”.

Start Personal Information Group Associations Billing Information

You are requesting access to the Monash University's service centers.

*First Name
Jane

*Last Name
Researcher

Phone Number
0412345678

*I am affiliated with the following Institution
External Company (create new)

*What is your primary role at University of Melbourne?
Principal Investigator

Cancel Back Continue

- 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”**.

Start Personal Information Group Associations Billing Information

You are requesting access to the Monash University's service centers.

*What lab or research group are you associated with?
Jane Researcher

Create New Group... Cancel Back 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”**.

Start Personal Information Group Associations Billing Information

You are requesting access to the Monash University's service centers.

Billing information is required for core facilities to be able to charge when necessary.
 Associate new billing address to my account

Billing Contact Name
Finance Dept

Billing Address
123 Road Street

City
Melbourne

State/Province
Victoria

Zip/Postal Code
3000

Add shipping address different from billing

Cancel Back Complete

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

Not a Monash user? (no Monash User Name)

Login using iLab credentials:ⓧ

Username

Username *

Password

Password *

Cancel or Reset Password or Login ✓

- 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.

Smith, John (External) Lab

Membership Requests & Funding Sources Members (17) Budgets Bulletin board (5) Group Settings

Lab-wide approval settings

Click the pencil icon next to the person below whom you would like to make the financial approver.

Default auto-approval threshold \$ 5000.0

Cost coverage buffer 0.100

save approval settings

Lab members and settings

Name	Auto Approval Amount	ERP ID	Email	Phone	Start Date	End Date
Jane Researcher	Lab default (\$5,000.00)					

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.

The screenshot shows the Agilent iLab software interface for 'Smith, John (Monash) Lab'. The left sidebar contains navigation options: Home, Core Facilities, Reporting, and Manage Groups (highlighted in red). The main content area is divided into two sections: 'Lab-wide approval settings' and 'Lab members and settings'. The 'Lab-wide approval settings' section includes fields for 'Default auto-approval threshold' (set to \$ 5000.0) and 'Cost coverage buffer' (set to \$ 100). The 'Lab members and settings' section contains a table with columns: Name, Auto Approval Amount, EMP ID (highlighted in red), Email, Phone, Start Date, and End Date. The table lists 'Anne Researcher' with an email of 'Anne.Researcher@A' and a phone number of '0412345678'. Below the table, there are checkboxes for 'Lab Principal Investigator' and 'Core Financial Contact'.

8. Don't forget to set your time zone when you first login!

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