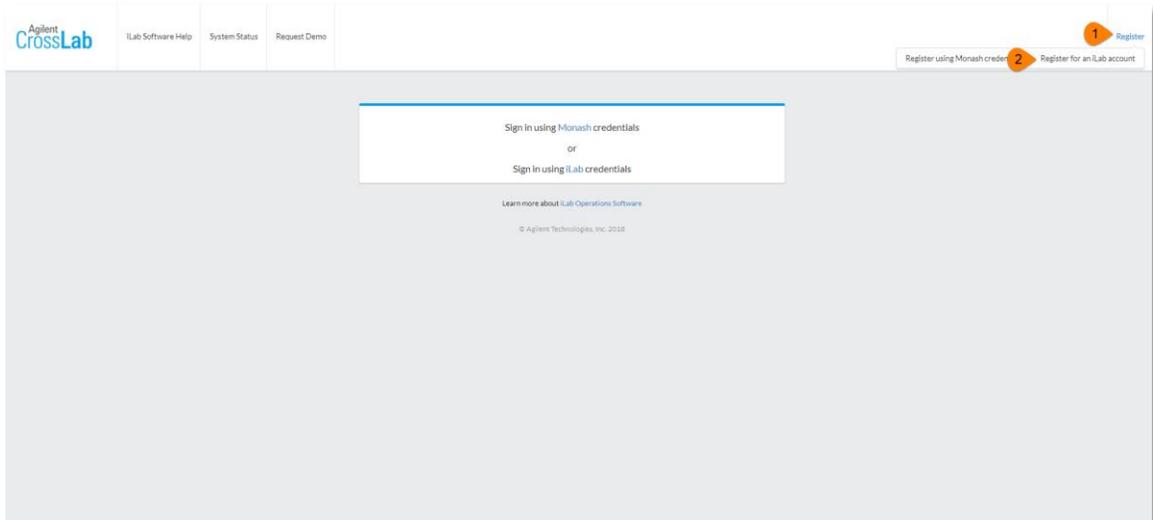


# External User Registration Manual

## Registration Process for Internal Users

1. Navigate to the following URL into your browser: <https://monash.ilab.agilent.com/account/login>
2. Bookmark this URL for future use.
3. Once on the iLab login page, hover over 'Register' in the upper right hand corner. Then select 'Register for an iLab Account.'



4. This 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 our team to create your account or contact someone if needed.

MONASH University

Personal Information > Institution Role > Manager Contact > Billing Address > Complete Registration

Help on register | What is iLab? | Other Facilities

Already have an account? Click here to login | English

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

Email address: \*  Phone number:

First name: \*  Last name: \*

I am affiliated with the following institution: \*  
Please type the name of your institution:

I'm not a robot

**Continue**

**For industry clients - search here for your company name. Please add it if it is not pre-populated.**

Please email [iLab-support@agilent.com](mailto:iLab-support@agilent.com) if you are experiencing problems with registering for an account.

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

What is your primary role at Monash College?  
Please select "Principal Investigator" if you manage your own research and have your own funding.

PI's Email address: \*  PI's Phone number:

PI's First name: \*  PI's Last name: \*

Is there another person in your lab who helps manage lab memberships, fund assignments and spending approval?

Yes  
 No

**Back** **Start Over**  
**Continue**

**For industry clients - select "Principal Investigator" if you are the only person from your organisation accessing the Monash technology research platforms. If not, select "other" and add your approval manager as the Principal Investigator (PI). This will allow a group to be set up.**

Personal Information > Institution Role > **Manager Contact** > Billing Address > Complete Registration

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

Financial Admin's Email address: \*  Financial Admin's Phone number:

Financial Admin's First name: \*  Financial Admin's Last name: \*

**Back** **Start Over**  
**Continue**

Personal Information > Institution Role > Manager Contact > **Billing Address** > Complete Registration

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

Associate a new billing address to my account.

**Billing Information**

*iLab is free... but we still need your billing information so core facilities can charge you when necessary. Consider the payment method you intend on using when entering the billing address.*

Institution to Bill: \*

Attn (name of billing contact): \*

Email (email of billing contact): \*

Department to Bill: \*

Billing Address: \*

Billing Address 2:

City: \*

Province / State:

Country: \*

Zip or Postal code: \*

Personal Information > Institution Role > Manager Contact > Billing Address > **Complete Registration**

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

I agree with iLab's [privacy](#) and [security](#) policies

You must accept our [terms of service](#)

[Back](#) [Start Over](#)

[Complete Registration](#)

5. Once you complete registration an iLab Support Associate will work to get your account created. They may contact you, your CI/PI, or Monash for further details.
6. After your account has been created you will be notified and then you will be able to login to iLab and request services from Monash Technology Research Platforms.
7. Don't forget to set your time zone when you first login!

Any issues creating an account, please contact the Institutional Administrator via: [platforms@monash.edu](mailto:platforms@monash.edu)