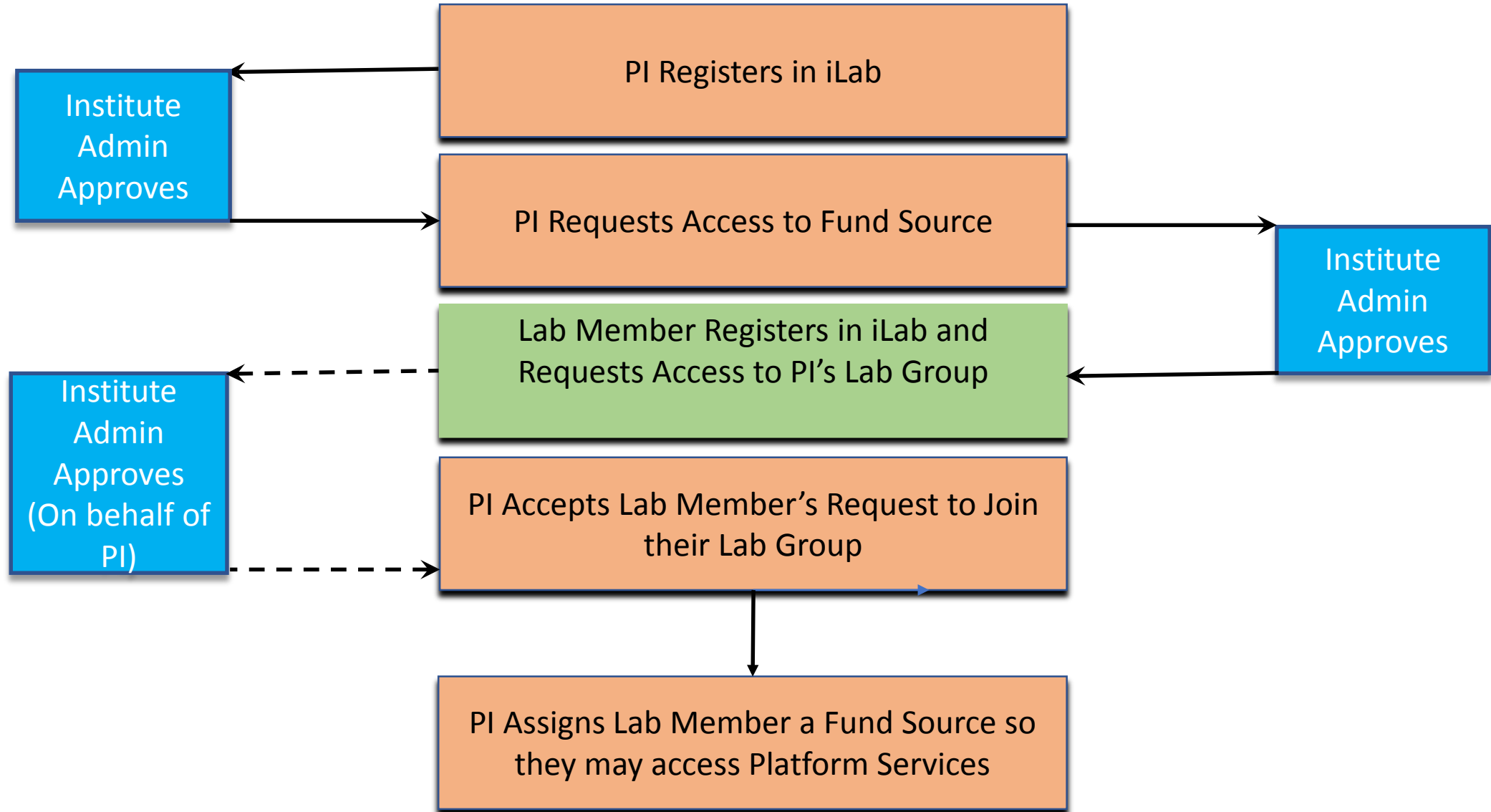


# iLab Registration for PI's and Group Members



# PI Registers in iLab (PI's Only)

1.

<https://monash.ilab.agilent.com/>



MONASH  
University

2.

sign-up or login

About MTRPs

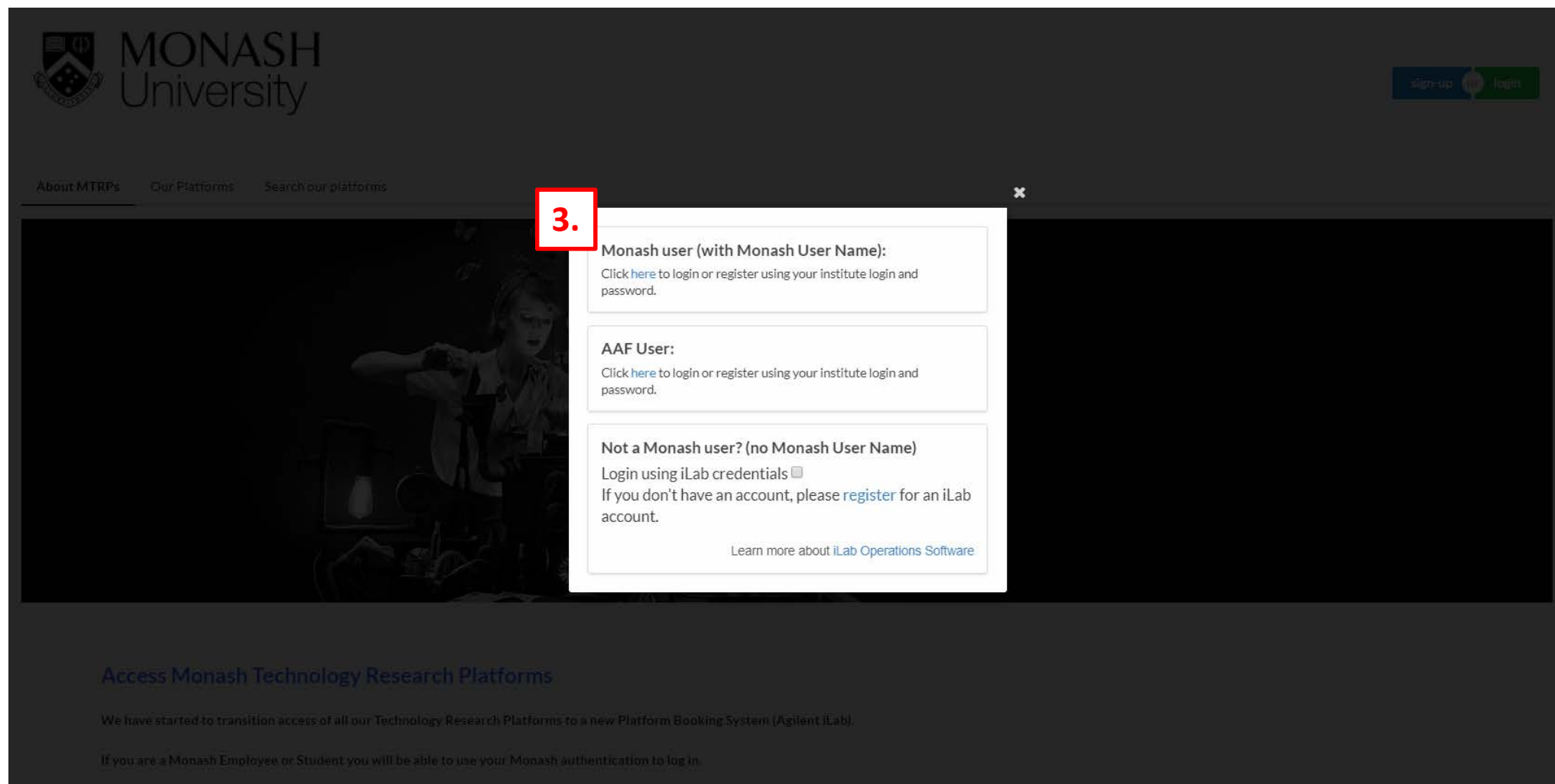
Our Platforms

Search our platforms



Access Monash Technology Research Platforms

# PI Registers in iLab (PI's Only)



The screenshot shows the Monash University iLab registration page. At the top left is the Monash University logo. At the top right are 'sign-up' and 'login' buttons. Below the logo are navigation links: 'About MTRPs', 'Our Platforms', and 'Search our platforms'. A modal dialog box is open in the center, containing three sections:

**3.** **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](#)

At the bottom of the page, there is a section titled 'Access Monash Technology Research Platforms' with the following text: 'We have started to transition access of all our Technology Research Platforms to a new Platform Booking System (Agilent iLab). If you are a Monash Employee or Student you will be able to use your Monash authentication to log in.'

# PI Registers in iLab (PI's Only)

4.

MONASH University

Sign In

john.smith@monash.edu

Remember me

Sign In

[Forgotten password](#) | [Acceptable use policy](#) | [Privacy policy](#) | [Contact service desk](#)

5.

iLab Account Registration

Hello John Smith,

Welcome to iLab! Please choose your PI or group to get started!

PI/Group: ★ Admin (Monash) Lab

First Name: ★ John

Last Name: ★ Smith

Email: ★ john.smith@monash.edu

Phone number: ★ 99012345

register cancel

If the PI's name does not appear in the dropdown, select "Admin (Monash) Lab" to notify iLab admins to create the new lab group

# PI Requests Access to Fund Source (PI's Only)

home  
communications (169)

core facilities  
my cores  
my reservations  
view requests  
view funds  
list all cores  
invoices

reporting

manage groups

my groups

my departments  
my cores  
Monash University  
people search

## John Smith (Monash) Lab

2.

Membership Requests & Funding Sources

Members (13)

Budgets

Bulletin board (15)

Group Settings

1.

### Membership Requests

✓ No Access Requests require approval

John Smith (Monash) Lab

Please enter your account info in the following format:  
CostCentre-FundNumber  
(No space)

### Manage Funding Sources

#### Request access to additional Funding Sources

If you don't see a Funding Source that you should have access to, please type it in below. The Fund Owner will receive a notification and approve or deny your request.

★ Funding Source

3.

# Lab Member Registers in iLab (Lab Member)

1.

<https://monash.ilab.agilent.com/>



MONASH  
University

2.

sign-up or login

About MTRPs

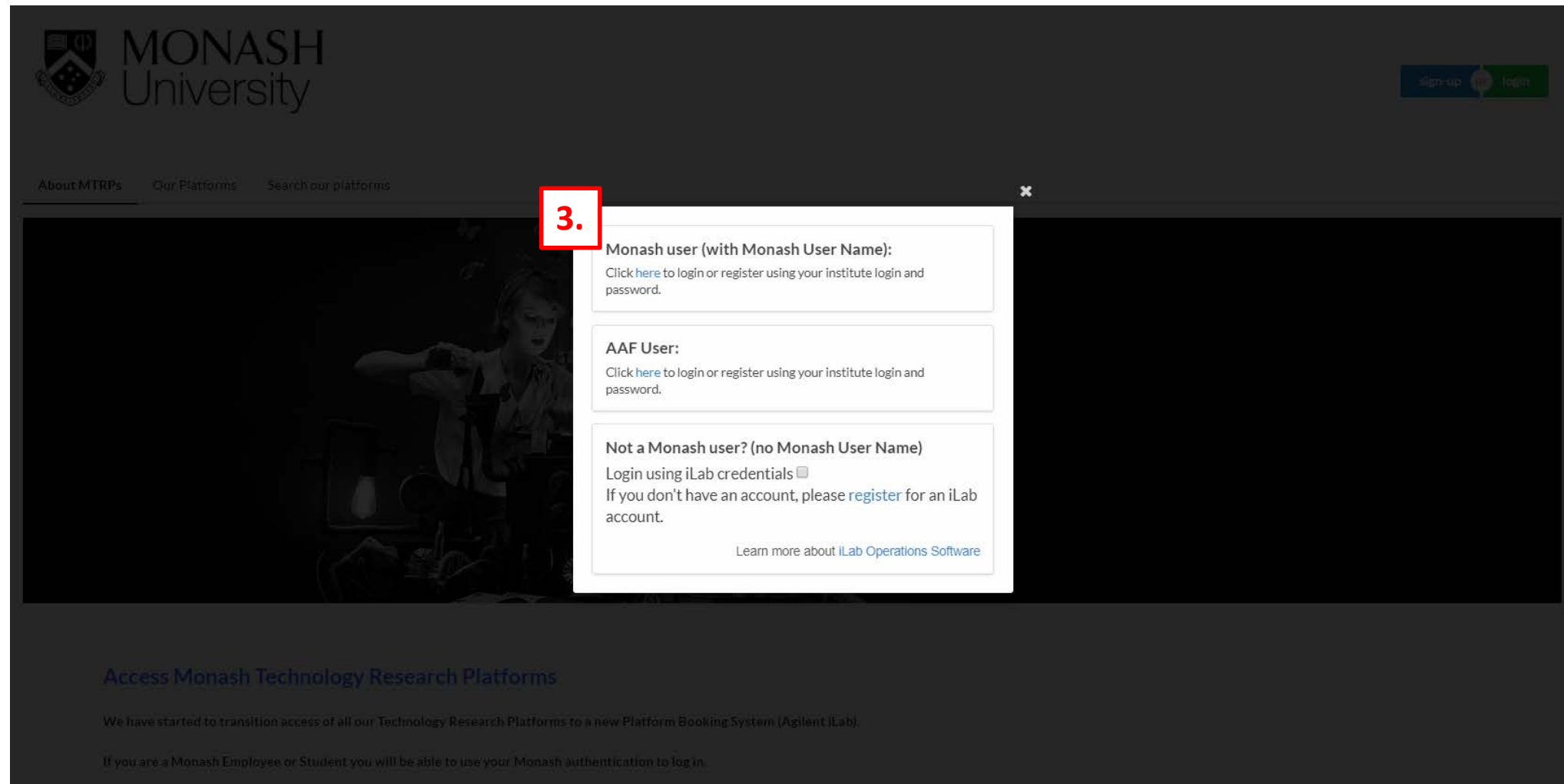
Our Platforms

Search our platforms



Access Monash Technology Research Platforms

# Lab Member Registers in iLab (Lab Member)



The screenshot shows the Monash University iLab registration page. At the top left is the Monash University logo. At the top right are 'sign-up' and 'login' buttons. Below the logo are navigation links: 'About MTRPs', 'Our Platforms', and 'Search our platforms'. A red box with the number '3.' is positioned over the registration options. The background of the page features a dark image of a person in a lab setting.

**3.**

**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](#)

**Access Monash Technology Research Platforms**

We have started to transition access of all our Technology Research Platforms to a new Platform Booking System (Agilent iLab).

If you are a Monash Employee or Student you will be able to use your Monash authentication to log in.

# Lab Member Registers in iLab (Lab Member)

4.

MONASH University

Sign In

Remember me

Sign In

[Forgotten password](#) | [Acceptable use policy](#) | [Privacy policy](#) | [Contact service desk](#)

5.

iLab Account Registration

Hello Jane Researcher,

Welcome to iLab! Please choose your PI or group to get started!

PI/Group: ★ John Smith (Monash) Lab

First Name: ★ Jane

Last Name: ★ Researcher

Email: ★ jane.researcher@monash.

Phone number: ★ 99054321

register cancel

If the PI's name does not appear in the dropdown, they must register and create their group before a user may be added



# PI Accepts Lab Member Request (PI's Only)

home  
communications (169)

core facilities  
my cores  
my reservations  
view requests  
view funds  
list all cores  
invoices

reporting

manage groups  
**my groups**  
my departments  
my cores  
Monash University  
people search

## John Smith (Monash) Lab

Membership Requests & Funding Sources

Members (13) Budgets Bulletin board (15) Group Settings

### Membership Requests

Several Access Requests require approval

Name	Email	Actions
John Smith (Monash) Lab Jun 21 '18 Jane Researcher	jane.researcher@monash.edu	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject

# PI add a New Lab Member (PI's Only)

home  
communications (169)

core facilities  
my cores  
my reservations  
view requests  
view funds  
list all cores  
invoices

reporting

manage groups  
**my groups**  
my departments  
my cores  
Monash University  
people search

## John Smith (Monash) Lab

Membership Requests & Funding Sources **Members (13)** Budgets Bulletin board (15) Group Settings

### Lab-wide approval settings

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

	John Smith (Monash) Lab	\$ 0.0	
		\$ 0.0	

save approval settings

### Lab members and settings

Name	Auto Approval Amount	ERP ID	Email	Phone	Start Date	End Date
link existing user						

### Add an existing user

Invite additional members to this group

Jane

Jane Researcher - jane.researcher@monash.edu

1. 2. 3. 4.

# PI Assigns Lab Member a Fund Source (PI's Only)

- home
- communications (169)
- core facilities
  - my cores
  - my reservations
  - view requests
  - view funds
  - list all cores
  - invoices
- reporting
- manage groups
  - my groups**
  - my departments
  - my cores
  - Monash University
  - people search

## John Smith (Monash) Lab

2. Membership Requests & Funding Sources Members (13) Budgets Bulletin board (15) Group Settings

### Membership Requests

✓ No Access Requests require approval

### Manage Funding Sources

1. John Smith (Monash) Lab  
▶ Customize Funding Source Grid

Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change.

Filter Funding Source numbers

Filter Members

Name	Default Funding Source	M12345-1234567
Jane Researcher	None	<input checked="" type="checkbox"/>

3.