

# 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>



About MTRPs   Our Platforms   Search our capabilities



### 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.

If you are from an external academic institution you will soon be able to log in using the Australian Access Federation (AAF); for now create a local account (sign up).

If you are from an external commercial organisation, please sign up for an iLab account and then you will be able to request access to all the different Monash Technology Research Platforms.

2. Bookmark this URL for future use.
3. Once on the iLab login page, click **“Sign-up”**. Here you will be given two options:

#### 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.

- AAF Virtual Home
- AARNet
- AIMS
- ANSTO
- Australian Catholic University
- Australian National University

[Continue to your organisation](#)

Remember my organisation Keyboard shortcuts

Australian Access Federation [Current AAF status](#)  
[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 four-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 email address (Institution/Company) and complete the authentication process.

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

---

Start > Personal Information > Group Associations > Billing Information

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

\* Please enter your institution email address

✓ I'm not a robot 

I agree with iLab's privacy and security policies

[Cancel](#) [Continue](#)

- 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 your PI/Lab group is not listed, a new group must be created, as follows:
- Enter the name of your PI (or your name if you are the PI) and click **“Create New Group...”**.

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?  
Please type the name of your group  
Jane Researcher  
[Create New Group...](#)

[Cancel](#) [Back](#) [Continue](#)

- Enter the details of your group so that it can be created by iLab admins and added to the dropdown menu for future group members to select.

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?  
[Create New Group...](#)  
NOTE: You can also search using your PI or Manager Name

\* PI's First Name  
Jane

\* PI's Last Name  
Researcher

\* PI's Email Address  
Jane.Researcher@Monash.edu

PI's Phone Number  
0412345678

\* Is there another person in your lab who helps manage lab memberships, fund assignments and handling expenses?  
No

\* Your Group's Name  
Researcher, Jane iLab Lab

[Cancel](#) [Back](#) [Continue](#)

- iv. Finally enter your Institute's/Company's Billing information (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 Institution / Department

\* Billing Address  
123 Road Street Address line

\* City  
Melbourne

State / Province  
Victoria Country

\* Zip / Postal Code  
3000

Add shipping address if different from billing

[Cancel](#) [Back](#) [Complete](#)

5. 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.
6. After your account has been created you will be notified and will then 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!

**If you have any issues with creating an account, please contact the Monash Institutional Administrator via: [mtrp-booking@monash.edu](mailto:mtrp-booking@monash.edu)**