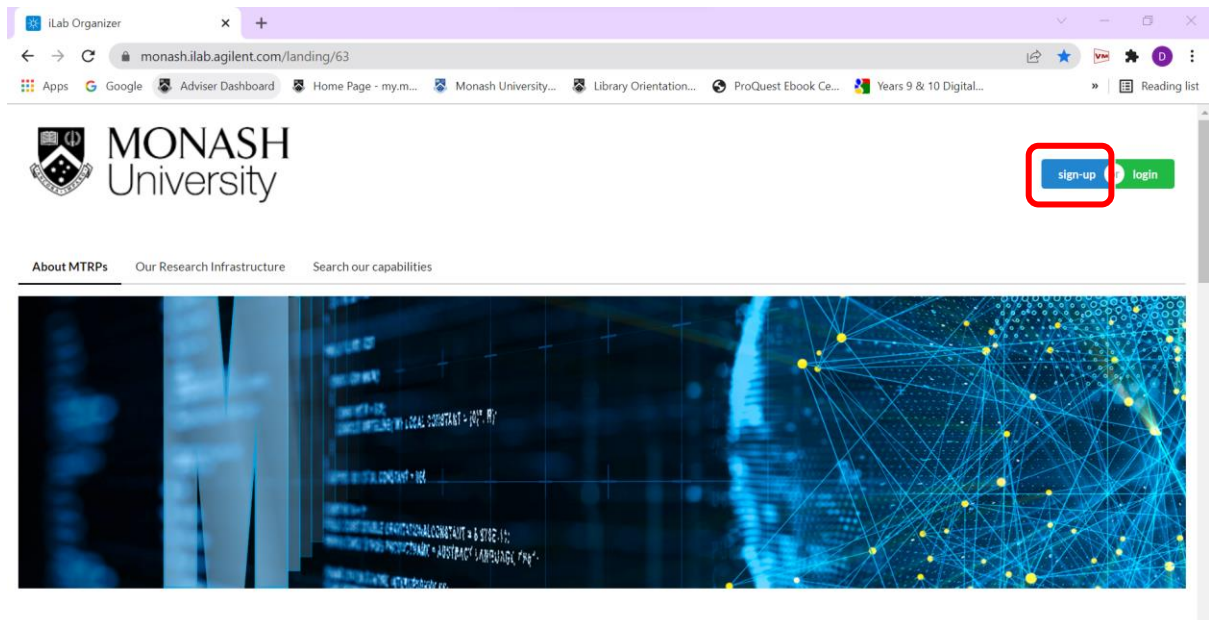


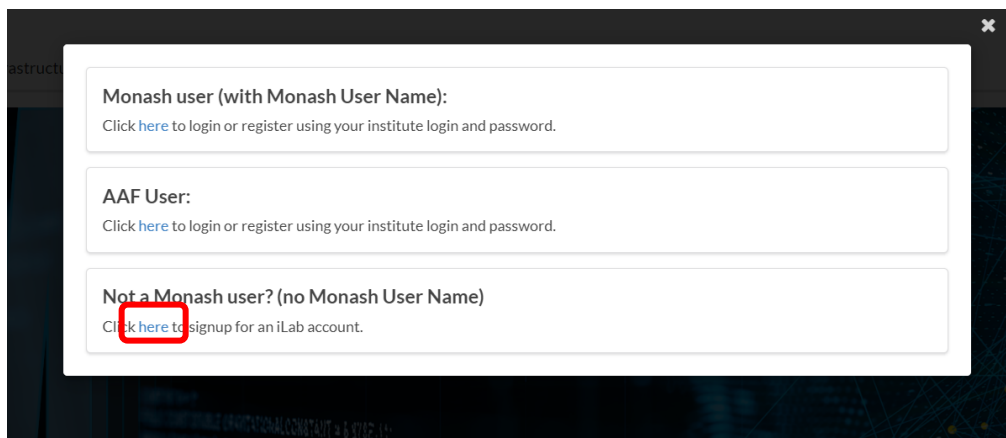
# iLab Registration Instructions

**This manual is for external users. If you are a Monash or Hudson user, please use the other guide**

- 1) Enter the following URL in your internet browser  
<https://monash.ilab.agilent.com/landing/63>
- 2) Click on **'Sign-Up'** button, on the right-hand side of the webpage that opens.




- 3) On the pop-up window, under **'Not a Monash user'**, click on **'here'**



- 4) Enter your email ID and then select the two checkboxes & click on **'Continue'**

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

\* Please enter your institution email address

  
 I'm not a robot  reCAPTCHA  
Privacy - Terms  
 I agree with iLab's [privacy](#) and [security](#) policies

Cancel

- 5) On the next screen, under 'I am affiliated with the following institution' dropdown, enter your institution name. Then choose your **'primary role'**. You can choose other & use the Role textbox, if the option you want to choose isn't available in the dropdown. Then click on **'Continue'**

Monash University's service centers.

\* First Name

\* Last Name

Phone Number

\* I am affiliated with the following institution

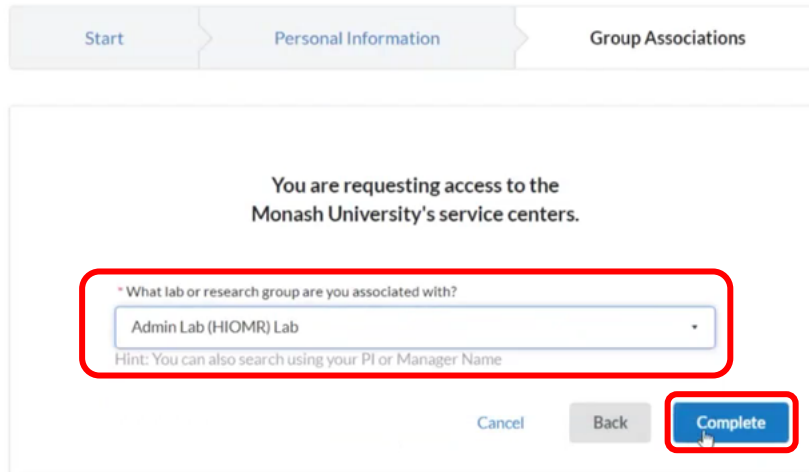
\* What is your primary role at the above?

Role

Cancel

- 6) From the dropdown, choose the name of the lab/research group from your institution you want to be a part of & then click on **'Complete'**

**Please Note** - If there are no labs under your institution and you need to create a new lab, click [HERE](#) to skip to Step 8



Start Personal Information Group Associations

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

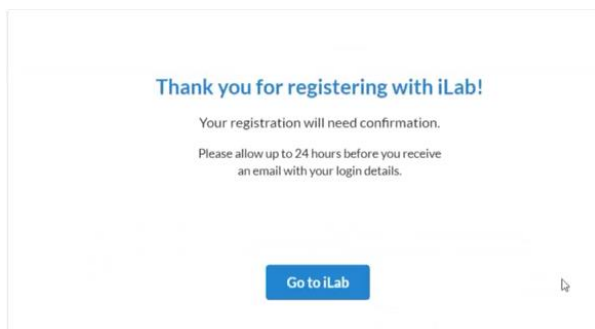
\* What lab or research group are you associated with?

Admin Lab (HIOMR) Lab

Hint: You can also search using your PI or Manager Name

Cancel Back Complete

- 7) Wait for upto 24 hrs for your account to get activated.



- 8) Note – Next set of steps are only applicable for creation of new lab/research group**  
On the Group Associations tab, start entering your name. Click on **'Create New Group..'** option that appears.

Start > Personal Information > Group Associations

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

Hint: You can also search using your PI or Manager Name

Cancel Back Complete

Start > Personal Information > Group Associations

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

Divya

Create New Group...

Please type the name of your group

Hint: You can also search using your PI or Manager Name

Cancel Back Complete

9) Make sure all the pre-populated details are correct. Enter an appropriate lab name. Then click on **'Complete'**

**Please Note** – Please select 'Yes' in the last dropdown should you wish to add another person's details as the Financial Administrator of your lab

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

\*What lab or research group are you associated with?

Create New Group...

Hint: You can also search using your PI or Manager Name

\*PI's First Name

Divya

\*PI's Last Name

Nellivila

\*PI's Email Address

divyadony@gmail.com

PI's Phone Number

\* PI's Last Name  
Nellivila

\* PI's Email Address  
divyadony@gmail.com

PI's Phone Number

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

\* Your Group's Name  
Nellivila, Divya (HIOMR) Lab

Cancel Back Complete

10) Wait for up to 24 hrs for your account to get activated.

