

# External to UVM

## How to register and set up your iLab account

This manual should serve as a guide to help you get your account set up. Occasionally, iLab makes changes to the site so the screen shots might not be exactly the same as what you see in your account! However, the basic content will not change to you should be able to find what you need. As always, the AGTC staff members are available to help you, just give us a call (802 656-2557).

1. Use the following link to get to the AGTC iLab homepage:

[https://my.ilabsolutions.com/service\\_center/show\\_external/3129](https://my.ilabsolutions.com/service_center/show_external/3129)

Bookmark this page for future use.

To register for an iLab account select [sign up](#).

login:  password:

For pricing either log in or [sign up](#). An iLab account is free!

## UVM Advanced Genome Technologies Core

### Overview of Services

The Advanced Genome Technologies Core is an overarching umbrella encompassing three distinct shared resource facilities: The Vermont Cancer Center DNA Analysis Facility, the Vermont Genetic Network Microarray Facility, and the Vermont Cancer Center-College of Medicine Massively Parallel Sequencing Facility. The mission of the core is to comprehensively support research by providing direct services to research laboratories and by introducing emerging technologies to the broader University community. The facilities within the Advanced Genome Technologies Core offer a wide breadth of services to facilitate research involving identification, quantification, and profiling of nucleic acids.

Please use the following link to view our website: [http://www.uvm.edu/medicine/vtcancercenter?Page=facilities\\_agtc.html](http://www.uvm.edu/medicine/vtcancercenter?Page=facilities_agtc.html)

### Getting Started

- Login to your iLab account with your approved iLab credentials in the top right corner.
- Don't have an iLab account? Sign up for one [here!](#)
- See our help manuals for guidance using iLab:
  - [Internal to UVM - How to register and set up your iLab account](#)
  - [External to UVM - How to register and set up your iLab account](#)
  - [How to request a service](#)
  - [How to reserve time on an instrument](#)
  - [How to log use when using the BioRad Imagers](#)

### Leadership

Advanced Genome Technologies Core  
Tim Hunter - Core Director  
Phone: 802-656-2559 (office)  
Email: [timothy.hunter@uvm.edu](mailto:timothy.hunter@uvm.edu)



2. You will be directed to the sign up page.

[https://my.ilabsolutions.com/account/signup/322?sc\\_id=3129](https://my.ilabsolutions.com/account/signup/322?sc_id=3129)



Already have an account? Click [here](#) to login

You are requesting access to the University of Vermont (UVM)'s UVM Advanced Genome Technologies Core

Your name:

Your email address:

Your phone number:

Your lab's name:

Your PI's name:

Your PI's email address:

Financial Admin's name:  
(The person who can help supply accurate payment information)




Financial Admin's email address:

Financial Admin's Telephone:

Your Institution's or Company's name:  
Find or enter your institution name if not in completion list.

### University of Vermont (UVM) Service Centers

#### What you can do today!

-  Discover how iLab's service centers can benefit your research
-  Request a service electronically to save time
-  Track the status of your lab's service requests

#### Who's on board so far...

- UVM Advanced Genome Technologies Core - Coming Soon!
- UVM Microscopy Imaging Center - Coming Soon!

3. Your choice of a browser is important. Firefox and Chrome work the best, and Safari is okay. Internet Explorer is known to have problems and should be avoided!

**4. You will need to supply the following information:**

Your name:

Your email address:

Your phone number:

Your lab's name:

Your PI's name:

Your PI's email address:

Financial Admin's name:  
(The person who can help supply accurate payment information)

Financial Admin's email address:

Financial Admin's Telephone:

Your Institution's or Company's name:  
Find or enter your institution name if not in completion list.

Please use your institution email and provide a lab or office phone number.  
No gmail or yahoo accounts.  
No cell phone numbers.

Your Lab name should use the format:

PI last name, PI first name, (UVM) Lab  
Hunter, Timothy (UVM) Lab

Please provide the name, email address and telephone number of your Department Budget Manager.

This will help us to resolve billing issues if they arise.

Spam protection filter:



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

**5. Once your information has been submitted, iLab will go through a verification process. PI's may be contacted by email when a Lab Member has registered for an account.**

## Adding billing information prior to placing an order

6. Monthly Invoices will be generated for all services as in the past. Once you log in to iLab, select the “my profile” to view these tabs:


me

system upgrades (Jan, 2013) | leave iLab feedback | [my profile](#) | support | [logout External Testuser](#)

Search:  products

### External's Profile

[add to my favorites](#) | [edit](#)

 Name: External Testuser  
Time Zone: Central Time (US & Canada)  
Location:  
Institute:  
Email: jessica.lewis@ilabsolutions.com  
Phone:

Summary:  
Interests:  
Website:

▶ Change password ▶ Projects (0)

▶ Manage communication preferences ▶ Labs (1)

▶ Default ordering settings ▶ Colleagues (0)

▶ Search preferences

▶ Billing/Shipping information

7. Select the Billing/Shipping Information tab. Select [edit](#) by the Billing Information.

▼ Billing/Shipping information

▶ [Billing Information edit](#) ▶ [Shipping Information edit](#)

8. Please provide the information for the financial contact who should receive the invoice.

▼ Billing/Shipping information

[Billing Information](#) ▶ [Shipping Information edit](#)

Name

Email

Phone

Fax

Institution

Department

Address1

Address2

Address3

City

State

Country

Zip

Please provide the name of the financial contact. This may be the Department Budget Manager rather than the PI of the Lab.

This individual will receive and pay the Invoice. Information about where to send the payment is on the UVM Invoice. **Please follow these instructions!**