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
   Bookmark this page for future use.

   To register for an iLab account select **sign up**.

2. **You will be directed to the sign up page.**
   https://my.ilabsolutions.com/account/signup/322?sc_id=3129

The UNIVERSITY *of* VERMONT

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 insitution 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:

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

Your lab's name:

Your PI's name:

Your PI's email address:

> Your Lab name should use the format:
>
> PI last name, PI first name, (UVM) Lab
> Hunter, Timothy (UVM) Lab

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

Financial Admin's email address:

Financial Admin's Telephone:

> 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.

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

Spam protection filter:

frweeen companions

Type the two words:

reCAPTCHA™
stop spam.
read books.

☐ I agree with iLab's privacy and security policies

[Request Account]

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:**

7. **Select the Billing/Shipping Information tab. Select edit by the Billing Information.**

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

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!**