**iLAB ACCOUNT SET-UP:**

**To get started, you must register for an account:**

1. Navigate to the core page: [https://stanford.ilabsolutions.com/service_center/show_external/347](https://stanford.ilabsolutions.com/service_center/show_external/347)
2. In the upper-right-hand corner of the screen where it says, ‘Welcome Stanford user, please click here to login or register,’ select the click here link.
3. You will be directed to an authentication page where you will need to enter your Sunet ID credentials.
4. Once you have entered your credentials, click the ‘Login’ button.
5. You will be directed to an iLab Registration page where you will need to select your PI/Lab, and verify your contact information.
6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab in iLab. They will need to approve your membership and assign any PTAs for your use.

**To create a service request:**

Once you have been accepted into your PI’s lab and assigned a PTA, you can create service requests.

1. Navigate to the core page: [https://stanford.ilabsolutions.com/service_center/show_external/347](https://stanford.ilabsolutions.com/service_center/show_external/347)
2. At the upper right hand of the page where it says, ‘Welcome Stanford user, click here to log in or register,’ select click here.
3. Enter your Sunet ID and password, and sign in.
4. Select the Request Services tab and click on the ‘Request Service’ button next to the service of interest.
5. You will be asked to complete a form before submitting the request to the core. Please note: a separate request form has been created for Animal histology requests (Department of Pathology only).
6. Your request will be pending review by the core. The core will review your request and either Agree to the work or they will ask for more information if needed.

**Additional help**

More detailed instructions can be found by clicking on the “HELP” link in the upper right hand corner or by navigating to help.ilab.agilent.com. For any questions not addressed in the help site, click on the “HELP” link in the upper right hand corner and submit a ticket or contact [ilab-support@agilent.com](mailto:ilab-support@agilent.com).