### iLab Core Management System

The Analytical and Assay Core and the Histology Core in the Department of Physiology at the University of Mississippi have moved to an online submission system. Directions for registering with the iLab system and for submitting service requests are detailed below. If you are already a user of iLab via another institution, you do not need to register but can log into our core system using your already established iLab credentials.

The login page for use of the Analytical Assay Core is: https://my.ilabsolutions.com/service\_center/show\_external/5600/analytical\_and\_assay\_core

The login page for use of the Histology Core is: https://my.ilabsolutions.com/service\_center/show\_external/5601/histology\_core

If you have any questions, please reach out to our Core Lab Managers:

Analytical Assay Core: Elizabeth Flynn, <u>eflynn@umc.edu</u> Histology Core: Josh Jefferson, <u>jjefferson@umc.edu</u>

## External User Registration:

All external users of the Department of Physiology's Analytical and Assay Core or Histology Core must have an <u>iLab</u> account to request services. Below are instructions for registering with iLab and brief explanations for requesting services. If you have an account from using another iLab service, you do not need to make a new account. It is also recommended that you contact the core before initiating any requests.

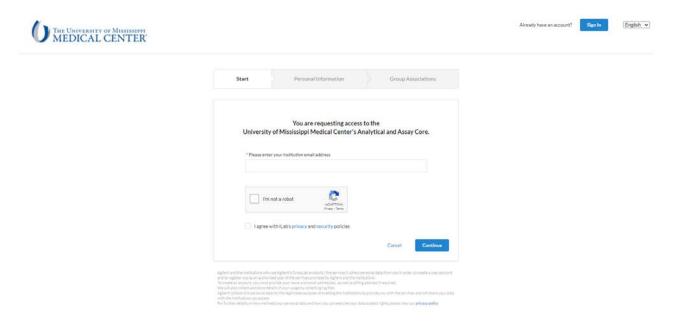
For the Principal Investigator (PI): The PI must first set up their own account and list the members within their research team or laboratory. After the PI sets up their account, then members of their research team can register as <u>a basic user</u>. If you have an account from using another iLab service, you do not need to make a new account. However, as the PI, you are responsible for adding or removing <u>basic users</u> that have access to your PI account. Only you as a PI or a member of your research team (basic user) can submit request(s) for Core Services using your account.

#### To register for an iLAB account:

- Navigate to either of the core iLAB webpages: The login page for use of the Analytical Assay Core is: <u>https://my.ilabsolutions.com/service\_center/show\_external/5600/analytical\_and\_assay\_core</u> <u>ore</u> The login page for use of the Histology Core is: <u>https://my.ilabsolutions.com/service\_center/show\_external/5601/histology\_core</u>
- 2. In the upper-right-hand corner of the screen click 'Register,' and go through the registration wizard. (Make sure to select PI)

- 3. Once your registration has been submitted, you will receive an email confirming your submission.
- 4. Once your account has been approved, you will receive an email with login information.
- 5. If you would prefer to delegate these notifications/approvals to a financial manager, please email <u>ilab-support@agilent.com</u> with your financial manager's name & email.

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About				
Analytical and	Assay Core			
Overview of Serv	lices			
	ore is a core facility in the Department of Physiology and Biophysics. Its main goal is to provide support for s.entyme-linked immunoassays (BLISA), incleosiar and chemical analyses.			
	s are a resource for the Department of Physiology and Biophysics, UH/MC collaborators and other softwictions on a fee-for-service basis.			
The specific aims of this cor	e se			
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Leadership				
Elizabeth Flynn Barbara Alexander	Project Manager Core Director			
Location and hou	irs of operation			
Hours Alonday - Thuraday	Loodfon 1500 / John State Street 0475 0567 Jecoson, M3 39276			



#### To set up your research team access:

 Navigate to either of the core iLAB webpages: The login page for use of the Analytical Assay Core is: <u>https://my.ilabsolutions.com/service\_center/show\_external/5600/analytical\_and\_assay\_core</u> <u>ore</u> The login page for use of the Histology Core is:

https://my.ilabsolutions.com/service\_center/show\_external/5601/histology\_core

- 2. You will use your University of Mississippi Medical Center credentials to log into iLab
- 3. Once logged in, look for the link in the left-hand menu that says 'my groups'. Hover-over and select your lab.
- 4. Set the auto-approval amount if you do not wish to approve service requests below a certain dollar amount. To do this, select the 'Members' panel and enter a dollar amount in the 'Auto Pre-Approval' amount and click 'save settings.'
- 5. To approve lab membership requests, select the 'Membership Requests & Fund' tab. New membership requests will show at the top of this page. Click "Approve" to accept a member into your lab. Click "Reject" if they are not a member of your lab.
- To assign a Fund to a member of your lab, find the member in the above list where it says, 'Manage Fund.' Select the checkbox(es) to the right of their name for the Fund(s) you wish to assign them.

**Members of a research team (Basic User):** All Core Users must have an iLab account to request services. To use this service your Principal Investigator (**PI**) must have an account and set up access for members of their research team to register as a <u>basic user</u>. If you have an account from using another iLab service as a basic user for your PI, you do not need to make a new account. <u>Please let us know if your need us to contact your specific PI to initiate this process</u>. Contact information includes the following:

Analytical Assay Core: Elizabeth Flynn, <u>eflynn@umc.edu</u> Histology Core: Josh Jefferson, <u>jjefferson@umc.edu</u>

## To register for an account:

 Navigate to either of the core iLAB webpages: The login page for use of the Analytical Assay Core is: <u>https://my.ilabsolutions.com/service\_center/show\_external/5600/analytical\_and\_assay\_core</u>

The login page for use of the Histology Core is:

https://my.ilabsolutions.com/service\_center/show\_external/5601/histology\_core

- 2. In the upper-right-hand corner of the screen click 'Register,' and go through the registration wizard. (Make sure to select your PI)
- 3. Once your registration has been submitted, you will receive an email confirming your submission.
- 4. Once your account has been approved, you will receive an email with login information.
- 5. Your registration for iLAB will cover use of the Analytical and Assay or Histology Cores.
- 6. The link for access to iLAB is also found on each Core's main page

7. Please note that the PI of your research team must register first then accept you as part of their Team before you can move forward. <u>Please let us know if your need us to contact your specific PI to initiate this process.</u> Contact information includes the following:

- Analytical Assay Core: Elizabeth Flynn, eflynn@umc.edu

- Histology Core: Josh Jefferson, jjefferson@umc.edu

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Overview of Servic	The CAN STRATED					
The Analytical and Assay Core	s is a core facility in the Department of Physiology and Biophysics. Its main goal is to provid myme-linked immunoassays IEUSAI, molecular and chemical analyses.	e support for				
These facilities and services an	re a resource for the Department of Physiology and Biophysics, UMMC collaborators and o	ther				
educational and research insb The specific aims of this core a	itutions on a fee-fon-service basis. He					
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Elizabeth Flynn, the laborator	*** y manager, has more than 10 years of experience performing radioimmunoassays and othe er is the overall core leader and coordinates administrative and budgetary components of	r biochemical the core.				
Leadership						
Elizabeth Flynn Barbara Alexander	Project Manager Core Director					
Location and hours	s of operation					
Hours Monday - Thursday	Location 2000 North State Street					
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# Additional help:

More detailed instructions can be found by clicking on the "HELP" link in the upper right hand corner or by navigating to our <u>iLab Help Site</u>. For any questions not addressed in the Helpsite, click on the "HELP" link in the upper right hand corner and submit a ticket, or email <u>ilab-support@agilent.com</u>.