

## **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](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](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, [eflynn@umc.edu](mailto:eflynn@umc.edu)

Histology Core: Josh Jefferson, [jjefferson@umc.edu](mailto:jjefferson@umc.edu)

### **Principal Investigator User Registration:**

All Core Users must have an iLab account to request services. A Principle Investigator (**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 a basic user. 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 basic users 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:**

1. Navigate to either of the core iLAB webpages:  
The login page for use of the Analytical Assay Core is:  
[https://my.ilabsolutions.com/service\\_center/show\\_external/5600/analytical\\_and\\_assay\\_core](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](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 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. If you would prefer to delegate these notifications/approvals to a financial manager, please email [ilab-support@agilent.com](mailto:ilab-support@agilent.com) with your financial manager's name & email.

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

1. Navigate to either of the core iLAB webpages:  
The login page for use of the Analytical Assay Core is:  
[https://my.ilabsolutions.com/service\\_center/show\\_external/5600/analytical\\_and\\_assay\\_core](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](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.
6. 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.

To clarify: the auto-approval amount can be specific or can be utilized as a way to monitor submissions to the assay core by basic users within your "research group." If you set a lower limit, the iLAB system will prompt you to approve a core submission request by a specific basic user prior to processing by the Core.

### **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 [iLab Help Site](#). 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 [ilab-support@agilent.com](mailto:ilab-support@agilent.com).

# Sign in and Registration: Click on the link to the iLab Core



Click here  
to sign in.



Click here  
to register

About

## Analytical and Assay Core

### Overview of Services

The Analytical and Assay Core is a core facility in the Department of Physiology and Biophysics. Its main goal is to provide support for various radioimmunoassays, enzyme-linked immunoassays (ELISA), molecular and chemical analyses.

These facilities and services are a resource for the Department of Physiology and Biophysics, UMMC collaborators and other educational and research institutions on a fee-for-service basis.

The specific aims of this core are:

- To provide and ensure uniform methods for collection, labeling, transporting, storage and analysis of biological samples, including plasma, urine and tissues.
- To provide accurate and timely analyses of these samples.
- To provide supervision of commonly used analytical procedures.
- To provide maintenance for equipment used by multiple investigators in different projects in the department and
- To train new personnel in the proper use of the equipment.
- To provide hardware and software for computerized collection and retrieval of data from radiation counters.
- To reduce the expenditure of research funds by bulk purchasing of supplies at discount and by allowing equipment, instruments and facilities to serve multiple investigators.
- To provide expertise and equipment to develop new and improve existing assays.
- To provide personnel needed to ensure compliance with regulations in radiation safety, and handling of blood-borne pathogens and hazardous chemicals.

Elizabeth Flynn, the laboratory manager, has more than 10 years of experience performing radioimmunoassays and other biochemical assays. Dr. Barbara T. Alexander is the overall core leader and coordinates administrative and budgetary components of the core.

### Leadership

Elizabeth Flynn	Project Manager
Barbara Alexander	Core Director

### Location and hours of operation

# Registration Page: UMMC Physiology iLab Cores

Start   Personal Information   Group Associations

You are requesting access to the  
University of Mississippi Medical Center's Analytical and Assay Core.

\* Please enter your institution email address



I'm not a robot   
reCAPTCHA  
Privacy - Terms

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

Cancel

[Continue](#)

Agilent and the Institutions who use Agilent's CrossLab products (the services) collect personal data from you in order to create a user account and to register you as an authorized user of the services provided by Agilent and the Institutions. To create an account, you must provide your name and email address(es), as well as billing address if required. We will also collect and store details of your usage by collecting log files. Agilent collects this personal data for the legitimate purpose of enabling the Institutions to provide you with the services and will share your data with the Institutions you access. For further details on how we treat your personal data and how you can exercise your data subject rights please view our [privacy policy](#).

**Registration:**  
**Uses your**  
**Institutional email**  
**address for log in**  
**access.**

# iLab Registration for PI: Personal Information

The screenshot shows a registration form with the following elements:

- Navigation tabs: Start, **Personal Information** (circled in red), Group Associations, Billing Information.
- Message: "You are requesting access to the Help Site Documentation Institution's service centers."
- Form fields:
  - \* First Name: Text input field.
  - \* Last Name: Text input field.
  - Phone Number: Text input field.
  - \* I am affiliated with the following institution: Dropdown menu with placeholder "Please type the name of your institution".
  - \* What is your primary role at the above?: Dropdown menu with placeholder "Please select a role".
- Buttons: Cancel, Back, Continue.

**Select UMMC (Miss Medical)**

**Select PI**

# PI: Setting up your research team:

Alexander, Barbara (UMMC) Lab

Membership Requests Members (1) Budgets Assets Bulletin board (1) Inventory Settings Group Settings

Lab-wide approval settings

Click the pencil icon next to the person below whom you would like to make the financial approver.

Default auto-approval threshold \$ 10000.0 ⚠️  
Cost overage buffer \$ 100.0 ⚙️

save approval settings

Lab members and settings

Active Members Expired Members

Name	Auto Approval Amount	ERP ID	Email	Phone	Start Date	End Date	
<a href="#">Barbara Alexander</a>	Lab default (\$10,000.00)		balexander@umc.edu		Jan 20, 2021		👤 ⚙️ 💰 📄

Link Existing User

Accept basic users that select to become members of your research team as they register

Set auto-approval amount for your Team members by selecting \$ icon

Add basic users after they register

Icon indicates PI

\$ icon allows you to change auto-approval amount