

Create Account

Navigate to the Penn State iLab site.

Click Sign-up in the upper right corner and register as a Penn State User.

If your account is not already created, you will be prompted to select a PI from the drop down list. If you are NOT listed in the list:

1. Select the **PSU NEW USER (PSU) Lab** as your PI.
2. Submit a ticket using the [iLab General Help Request form](#). Select the option **PI/Group Creation Request**. Your lab will be created for you, you will be moved to your lab as the PI.



Helpful Links

PSU iLab Site

<https://psu.corefacilities.org>

PSU CORES Site

<https://cores.psu.edu>

PSU iLab Training Site

<https://ilabtraining.psu.edu>

Agilent iLab Help Site

<https://help.ilab.agilent.com>

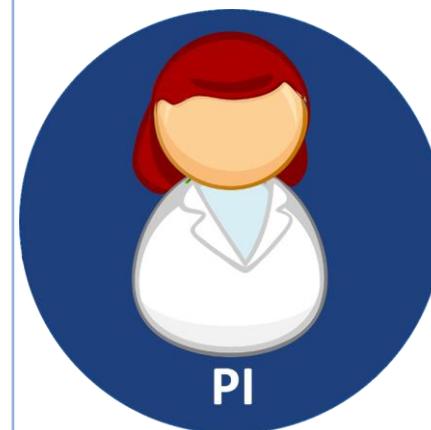
PI Training Video

<http://www.cores.psu.edu/project/ilab-pi-training-video/>

CORES

Office of Research Information
Systems
The 330 Building, Suite 105
University Park, PA16802
cores.psu.edu

iLab PI Quick Start Guide



CORES

Core Services Supporting
Penn State Research

Office of Research
Information Systems
cores.psu.edu

Manage Your Lab

<https://tinyurl.com/managingyourlab>

Accept Membership Requests

On the **Membership Requests & Fund Numbers** tab, choose to Accept or Reject any new lab members.

<https://tinyurl.com/membershiprequests>

Accept Membership Requests and add members in your lab on the **Members** tab.

Add Members

On the **Members** tab, select the **Link Existing User** button. Search for your lab member's name. Select the **member's name** from the list and click the **invite** button.

<https://tinyurl.com/addlabmembers>

Delegate a **Lab Manager** to manage lab memberships and fund access.

Edit a user's member attributes and select **manager** from the Lvl dropdown.

<https://tinyurl.com/delegatelabmanager>

Review Your Invoices

Each month you will receive BY EMAIL invoices from the cores used by you AND your lab members. To view the invoice, click on the link you receive in your email. Please see the help page for additional information on invoices when in iLab.

YOU ARE EXPECTED REVIEW THESE INVOICES.

Please report any inaccuracies to the core **WITHIN 5 DAYS**. You can **ONLY** change a fund in iLab **WITHIN the 5 DAY REVIEW PERIOD**.

After 5 days the charges in the invoice **WILL BE CHARGED** to your account.

tinyurl.com/ilabinvoices

Manage Your Funds

<https://tinyurl.com/managefunds>

Assign Funds to Lab Members

On the **Membership Requests & Fund Numbers** tab, find the account/cost center column in the grid you wish to assign and check the box corresponding to the lab member's row. The cell will change to green indicating you have made the change. Uncheck any boxes for funds you don't wish to be used.

Request Access to Funds Not in Your Lab

On the **Membership Requests & Fund Numbers** tab, expand the **Request access to additional Account/Cost Centers** section. Enter your entire fund number in the "long form/cost center" format.

NOTE: *You must have the EXACT fund and cost center in the following format:*

1235322 UP10010/MYCOSTCENTER.

The account and cost center must be separated by a slash.