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Dear SRNML Community

Going forward, the Samuel Roberts Noble Microscopy Lab at the University of Oklahoma - Norman is excited to start using an online system to streamline the process of ordering and billing for core service requests. All facility users are invited to use the system, which requires a one-time registration as discussed below. Once you are registered, the system will enable you to place service requests, provide required approvals, and monitor progress.

Note: throughout this document, 'PI' is used for 'Principal Investigator' or the head of a research lab. Students, this is your faculty/staff research advisor.

Here is the general procedure, step-by-step details below:

GETTING STARTED for USERS

This process is for the actual researcher working directly with the core facility. PIs can always log in and see up-to-date information about users in their research group.

Step 1	Step 2	Step 3	Step 4
Create an iLab Account (select '**Register**') from the SRNML core iLab page	Log into the SRNML iLab site with your iLab credentials	Reserve time on equipment for training, assisted use, or self-use on the 'Schedule Equipment' tab	Adjust reservation to accurately reflect actual usage

Step 1. To register for an account:
To get started, you must register for an account:
1. Navigate to the core page:
   Https://my.ilabsolutions.com/service_center/show_external/5936/samuel_roberts_noble_microscopy_lab_srmnl
2. In the upper-right-hand corner of the screen click 'Register,' and go through the registration wizard. For the affiliation, be sure to choose **"University of Oklahoma – Norman'**, as 'University of Oklahoma' is actually the Health Sciences Center campus.
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.

To Create an Equipment Reservation:
You should agree with SRNML staff about the details for equipment reservation. To complete the reservation in iLab:
1. Navigate to the core page:
   Https://my.ilabsolutions.com/service_center/show_external/5936/samuel_roberts_noble_microscopy_lab_srmnl
2. At the upper right hand of the page click 'Sign In'.

3. Enter your Log-in and password, and sign in.
4. Select the *Schedule Equipment* tab and click on the 'View Schedule' button next to the instrument of interest. Click and drag on the time frame you would like to schedule your reservation for.
5. A window will pop up that will allow you to verify your reservations details and provide payment information before saving the reservation.

Adjusting reservation for actual usage

Once you have finished using the equipment, adjust the reservation.

1. Navigate to the core page:
   Https://my.ilabsolutions.com/service_center/show_external/5936/samuel_roberts_noble_microscopy_lab_srmnl
2. At the upper right hand of the page click 'Sign In'.
3. Enter your Log-in and password, and sign in.
4. Navigate to 'My Reservations' and click on the session just completed.
5. A window will pop up that will allow you to verify your reservations details and adjust the time to reflect actual usage.

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.

Note that all reservations can be edited later as situations change, and all SRNML personnel have administrative access to the site. We're happy to answer questions.

Yours sincerely,
The SRNML team