

iLab - Quick Start Guide for PI's

The Center for Translational Genomics (CTG) uses iLab to manage sequencing service orders. In iLab users are affiliated to one or more research groups called *Labs*. Each Lab is led by a PI (Principle Investigator). In iLab the PI is financially responsible for the Lab but can delegate most tasks to one or more of their group members. Groups that have used our services before should be prepared in iLab and ready for activation. If you have not previously used our services, please contact us at CTGiLab@med.lu.se before continuing with this guide.

To prepare your group to start using iLab, you as a group leader need to:

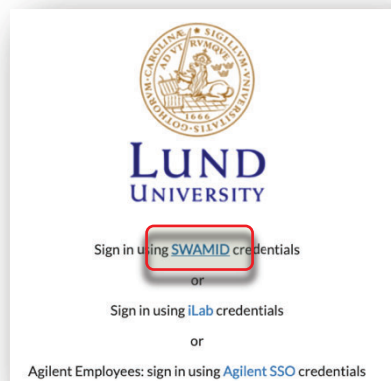
- Login to iLab to activate your user account
- Make sure that your Lab (group) is setup correctly, and that you are PI
- Accept Lab membership requests from your staff and delegate responsibilities

To get started, follow the steps described below

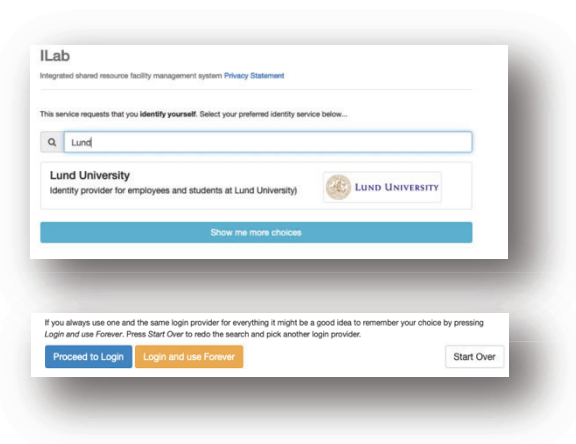
Lund University PI's – How to get started

If you are affiliated to Lund University you should use your LUCAT-ID to login (here called *SWAMID*). The first time you login, you need to activate your account by providing some personal information:

1. Go to the iLab Lund University login page at:
<https://lund.ilab.agilent.com>
2. Click “ *Sign in using SWAMID credentials* ”



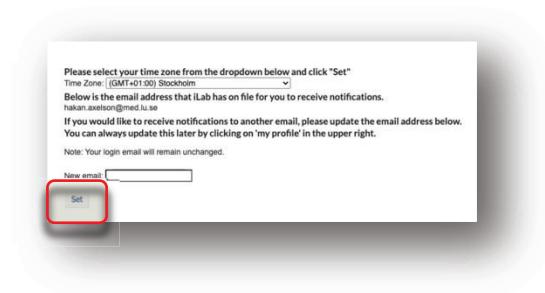
3. The first time you login you need to specify your university. Search for “*Lund University*”, select it, and click “*Proceed to Login*”



4. You will now be prompted to provide your LUCAT username and password. Enter your username without @lu.se at the end.



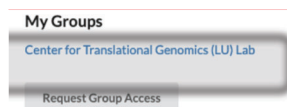
5. The first time you login to iLab you are given the option to modify your time zone and your email address that iLab uses. You can simply click “*Set*” to skip this step and continue.



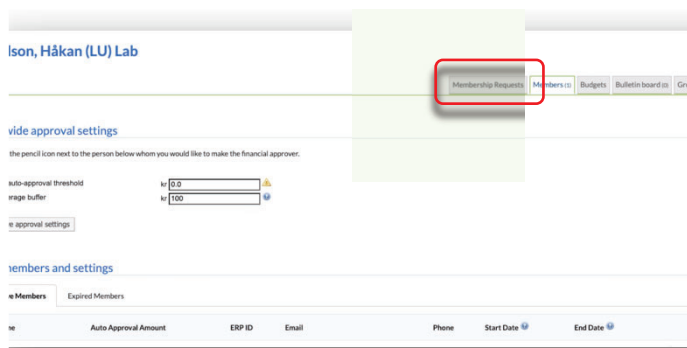
6. You should now see your iLab Starting Page. To review your Lab profile page, click the iLab navigation icon (≡) in the upper left corner and then select “ My Gro ”



7. You (Lab) should be available below “My Groups”. In iLab, your group is named as *Your Name* followed by “(LU) Lab”. Click on *Your Name* to enter your Lab’s profile page (if you can’t locate your own Group within iLab, please contact us at CTGiLab@med.lu.se).



8. On the Lab profile page you can manage your group details and settings. One important tab is “ *Membership Request* ”. Here membership requests will appear when team members request *Group Access* to your Lab.



9. Your lab is now ready to start using iLab. To learn more about how to administer your iLab profile and team member settings, see our detailed *iLab user guide*. You can also find help on many topics using the *iLab Support Portal* that is found by clicking the “ *Help* ” link in the top right corner of your iLab window.