

iLab - Quick Start Guide for PI's (existing lab)

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 (Principal 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 CTGservice@med.lu.se before continuing with this guide.

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

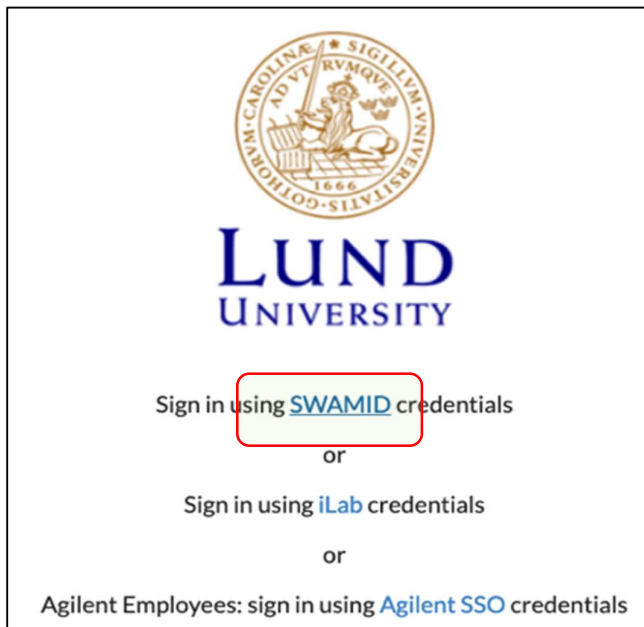
- Login to iLab to activate your user account.
- Make sure that your Lab (group) is set up correctly, and that you are PI.
- Accept Lab membership requests from your staff and delegate responsibilities.

Lund University PI's – How to get started

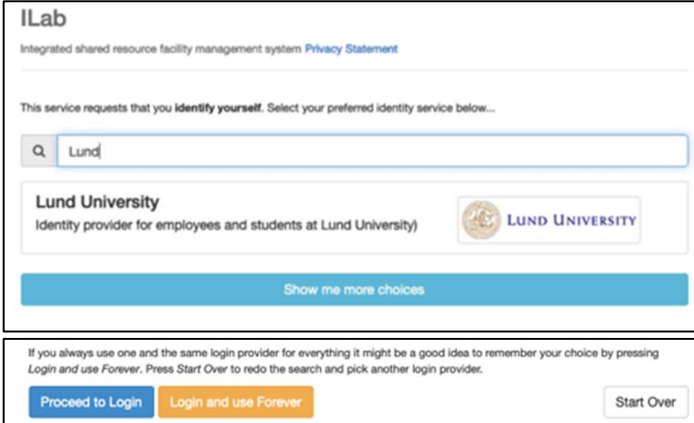
If you are affiliated to Lund University you should use your LUCAT-ID to login (here called *SWAMID*). The first time you login, you need to activate your account by providing some personal information:

1. Go to the iLab Lund University login page at:
<https://lund.ilab.agilent.com>

2. Click “Sign in using *SWAMID* credentials ”



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



iLab
Integrated shared resource facility management system [Privacy Statement](#)

This service requests that you **identify yourself**. Select your preferred identity service below...

Q Lund

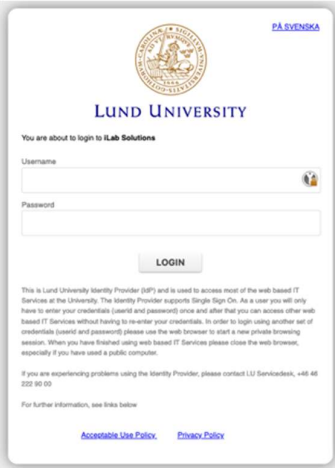
Lund University
Identity provider for employees and students at Lund University

[Show me more choices](#)

If you always use one and the same login provider for everything it might be a good idea to remember your choice by pressing **Login and use Forever**. Press **Start Over** to redo the search and pick another login provider.

[Proceed to Login](#) [Login and use Forever](#) [Start Over](#)


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



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LUND UNIVERSITY

You are about to login to **iLab Solutions**

Username 

Password

[LOGIN](#)

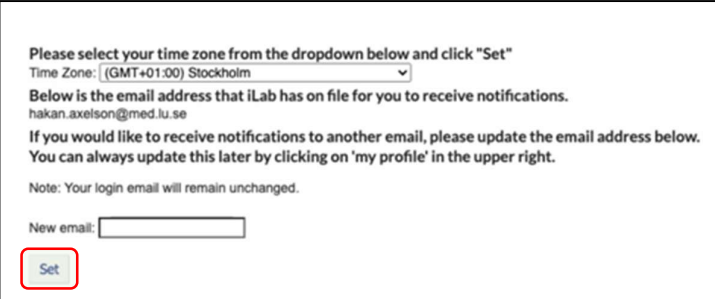
This is Lund University Identity Provider (IdP) and is used to access most of the web based IT Services at the University. The Identity Provider supports Single Sign-On. As a user you will only have to enter your credentials (username and password) once and after that you can access other web based IT Services without having to re-enter your credentials. In order to login using another set of credentials (username and password) please use the web browser to start a new private browsing session. When you have finished using web based IT Services please close the web browser, especially if you have used a public computer.

If you are experiencing problems using the Identity Provider, please contact LIT Servicecenter, +46 40 222 90 00

For further information, see links below

[Access to Use Policy](#) [Privacy Policy](#)

- 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.



Please select your time zone from the dropdown below and click “Set”

Time Zone: (GMT+01:00) Stockholm

Below is the email address that iLab has on file for you to receive notifications.
hakan.axelson@med.lu.se

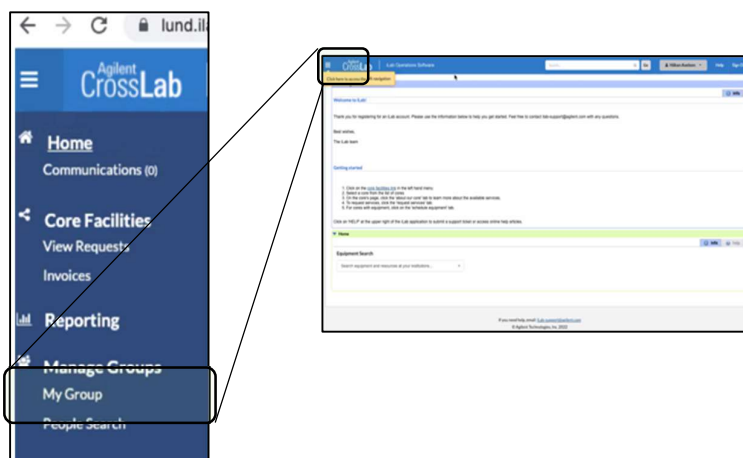
If you would like to receive notifications to another email, please update the email address below.
You can always update this later by clicking on ‘my profile’ in the upper right.

Note: Your login email will remain unchanged.

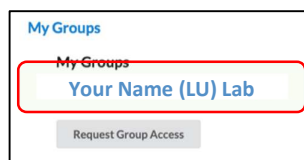
New email:

[Set](#)

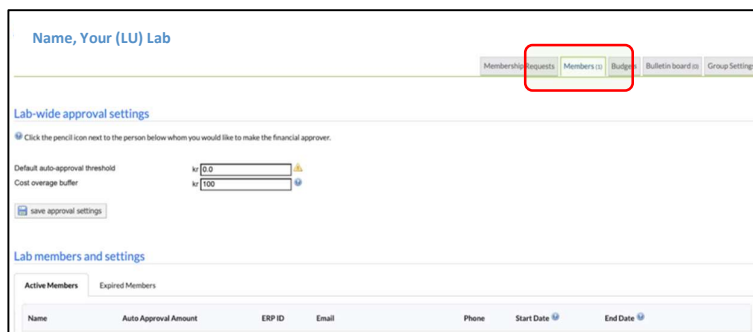
- You should now see your iLab Starting Page. To review your Lab profile page, click the iLab navigation icon (\equiv) in the upper left corner and then select “My Group”



- Your iLab group (Lab) should be available below “My Groups”. In iLab, your group is described 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 CTGservice@med.lu.se).



- 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.



- 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 you iLab window.