

iLab - Quick Start Guide for LU Users

CTG uses iLab to manage your sequencing service orders. In iLab, you and the other members of your group can inquire for project consultation and price quotes and initiate a project from our range of library preparation and sequencing services.

In iLab users are connected to one or more research groups called *Labs*. Each Lab is led by a PI (Principal Investigator), who is your group leader. Your group at Lund University is described as the name of your *PI* followed by “(LU) *Lab*”.

How to get started using iLab

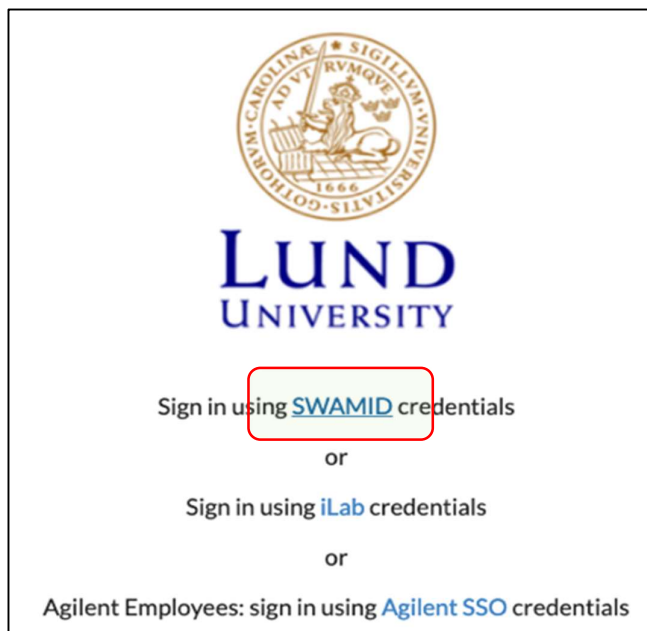
To get started using iLab, you first need to

- Activate your account (using your LUCAT id)
- Request membership in your research group (and your PI needs to accept this request)

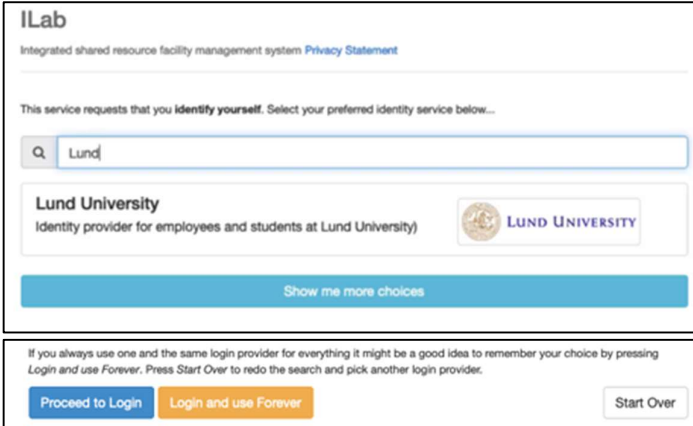
1. Go to the iLab Lund University login page at:

<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

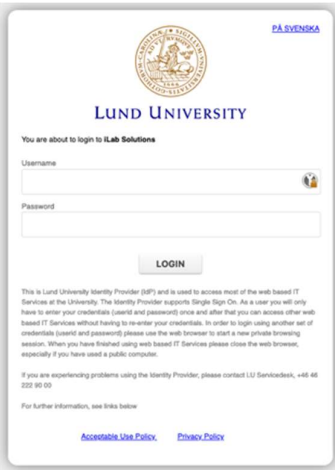
Lund University
Identity provider for employees and students at Lund University

[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 **@lu.se** at the end.



PA SVENSKA

LUND UNIVERSITY

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

Username

Password

[LOGIN](#)

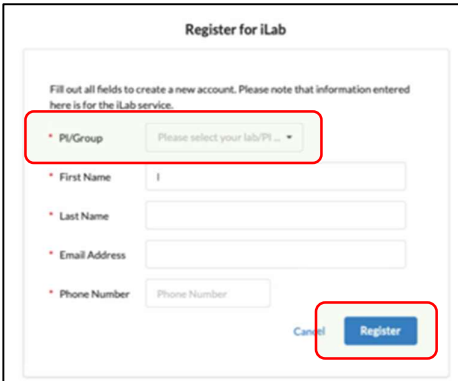
This is Lund University Identity Provider (IdP) and is used to access most of the web based IT Services at the University. The Identity Provider supports Single Sign On. As a user you will only have to enter your credentials (username and password) once and after that you can access other web based IT 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 I2T Servicecenter, +46 40 222 90 00.

For further information, see links below

[Acceptable Use Policy](#) [Privacy Policy](#)

- The first time you log in, you need to populate some personal questions. Locate your group in the “*PI/Group*” field by searching for the name of your group leader. Then click “*Register*” to continue. **Note:** If you can’t find your PI, please contact us at CTGservice@med.lu.se for further instructions.



Register for iLab

Fill out all fields to create a new account. Please note that information entered here is for the iLab service.

* PI/Group

* First Name

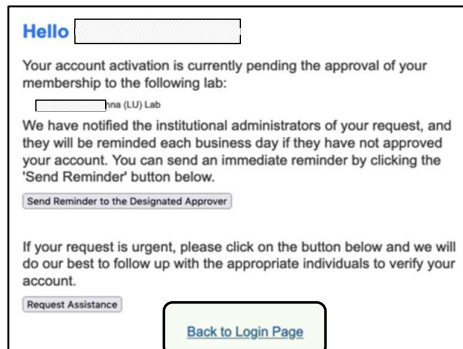
* Last Name

* Email Address

* Phone Number

[Cancel](#) [Register](#)

6. You should now receive a welcoming message. The message states that your PI has been notified of your group access request. You are now ready to start using iLab. Click on the “*Back to Login Page*” link.



Hello [redacted]

Your account activation is currently pending the approval of your membership to the following lab:

[redacted] ma (L.U.) Lab

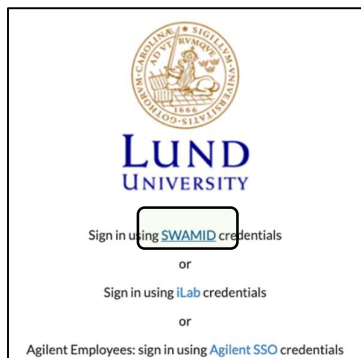
We have notified the institutional administrators of your request, and they will be reminded each business day if they have not approved your account. You can send an immediate reminder by clicking the 'Send Reminder' button below.


[Send Reminder to the Designated Approver](#)

If your request is urgent, please click on the button below and we will do our best to follow up with the appropriate individuals to verify your account.

[Request Assistance](#) [Back to Login Page](#)

7. Before your account is activated **your PI must accept you as an iLab group member**. You should receive an iLab service mail when this has been done.
8. You can now login to iLab using your LUCAT id as described in step 1 above. The first time you log in you may be 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.




LUND
UNIVERSITY

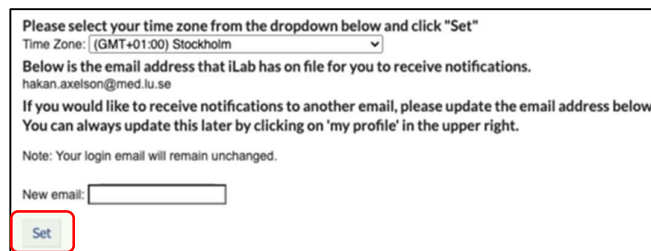
Sign in using [SWAMID](#) credentials

or

Sign in using [iLab](#) credentials

or

Agilent Employees: sign in using [Agilent SSO](#) credentials



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](#)