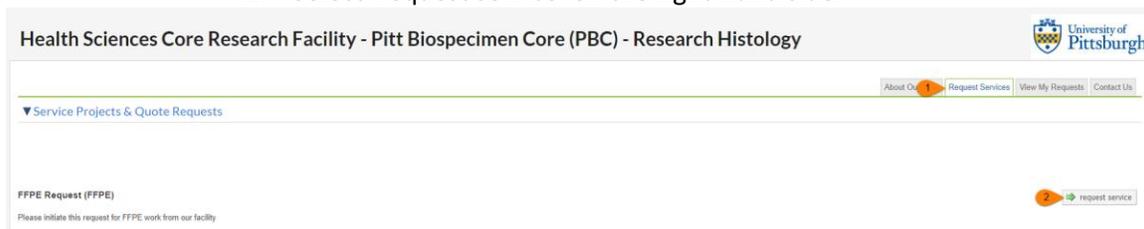
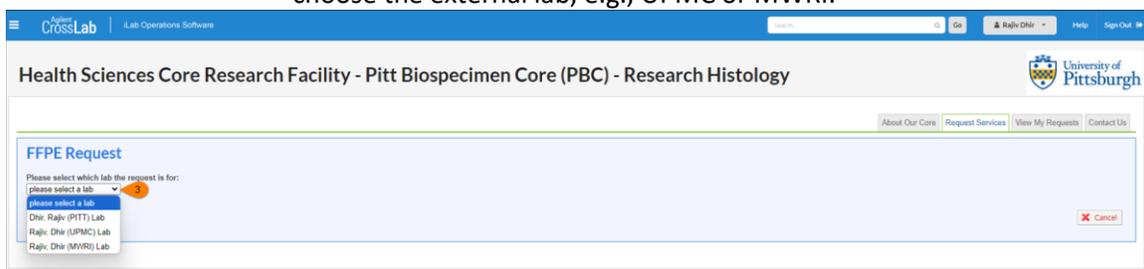


Pitt: Joint Appointment Workflow

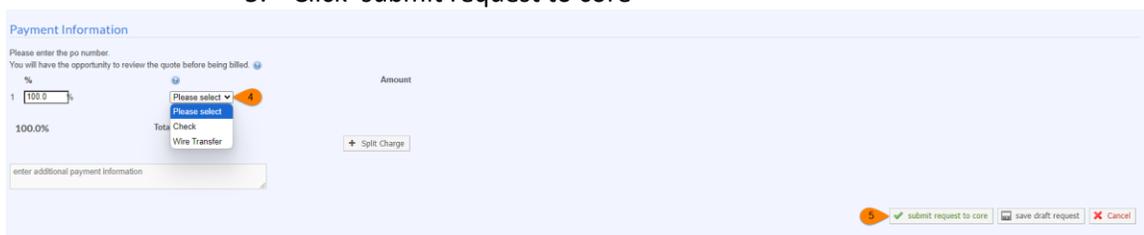
1. Navigate to the following URL: <https://pitt.ilab.agilent.com/account/login>
2. Select the core in which you are requesting services or reservations for:
 - a. **Requests:**
 1. Go to the 'Request Services' tab, find the project/service
 2. Select 'request service' on the right-hand side.



3. You will be directed to the lab selection screen. On this screen, you will choose the external lab, e.g., UPMC or MWRI.

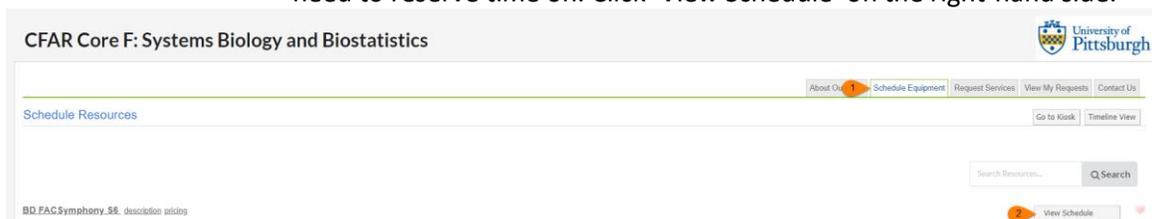


4. Once in the request, under 'Payment Information,' you will choose your method of payment, e.g., Check or Wire Transfer
5. Click 'submit request to core'

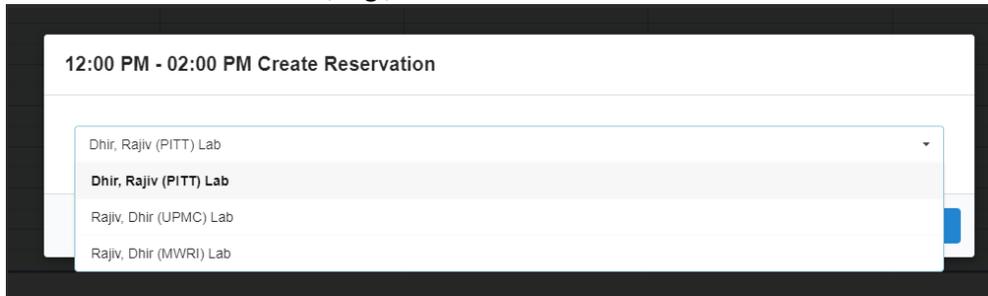


b. Reservations:

1. Go to the Schedule Equipment tab and find the instrument/room you need to reserve time on. Click 'View Schedule' on the right-hand side.



2. Once on the calendar, click and drag on the day and time needed for the reservation.
3. The lab selection pop-up will appear, and you will choose the external lab, e.g., UPMC or MWRI. Click Next



4. Once on the reservation details page, under 'Payment Information,' you will choose your method of payment, e.g., Check or Wire Transfer
5. Click 'Save Reservation'

