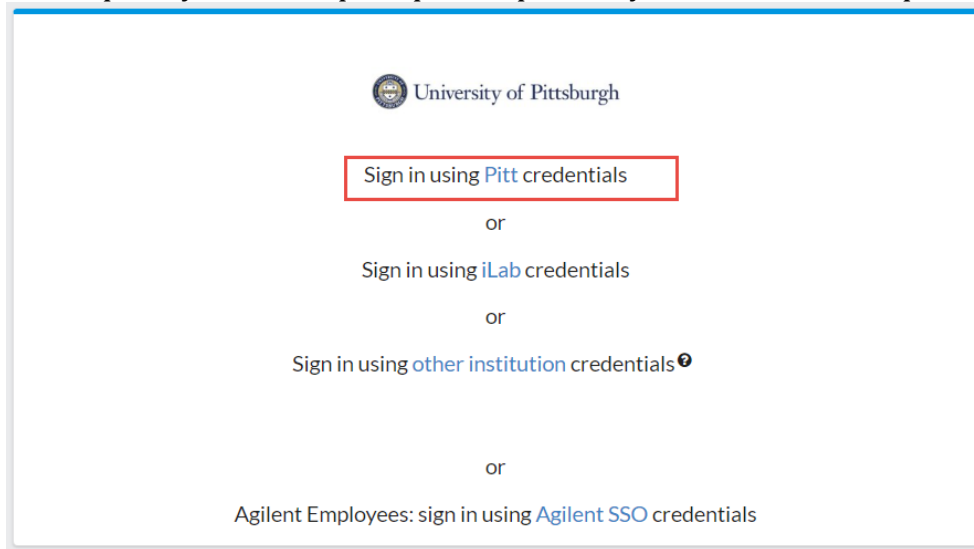


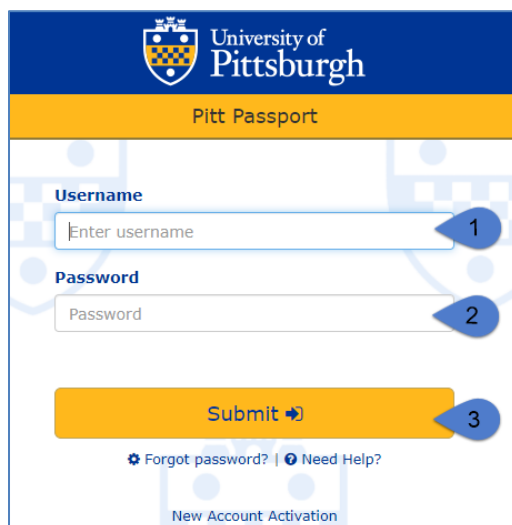
University of Pittsburgh: Registration Guide

Registration Process for Internal Users

- 1) Navigate to the following URL: <https://pitt.ilab.agilent.com/account/login>
- 2) Bookmark this URL for future use.
- 3) Once on the iLab login page, select 'Sign in using Pitt credentials.'
- 4) At this point you will be prompted to provide your username and password.



The screenshot shows the University of Pittsburgh login page. At the top is the University of Pittsburgh logo. Below it, the text 'Sign in using Pitt credentials' is highlighted with a red rectangular box. Below this box are the words 'or', 'Sign in using iLab credentials', 'or', 'Sign in using other institution credentials' with a help icon, 'or', and 'Agilent Employees: sign in using Agilent SSO credentials'.



The screenshot shows the 'Pitt Passport' login form. At the top is the University of Pittsburgh logo and the text 'Pitt Passport'. Below this is a 'Username' section with a text input field containing 'Enter username' and a blue arrow icon with the number '1'. Below that is a 'Password' section with a text input field containing 'Password' and a blue arrow icon with the number '2'. At the bottom is a yellow 'Submit' button with a right arrow icon and a blue arrow icon with the number '3'. Below the button are links for 'Forgot password?' and 'Need Help?'. At the very bottom is a link for 'New Account Activation'.

- 1) If this is your first time logging in, once you authenticate you will be directed to a registration page.

- a) First select the appropriate PI/Group from the first drop down.
 - b) Your first name, last name, and email address will be pre-filled. Complete any remaining required fields.
 - c) Click 'Register.' The next page you see will be the 'Greeting Page.'
 - d) The PI you selected has been sent an email informing them that they need to approve your account.
 - e) The PI is reminded each business day, but you have the opportunity to send an additional reminder.
 - f) You will also receive a Welcome email with brief getting started instructions.
 - g) Once your account has been approved you will receive an email notifying you.
- 2) Now you can login following steps 1-4 to utilize the core facilities within iLab.
 - 3) Once logged in you will be on the iLab homepage dashboard. Make sure to set your time zone!

