

University of Pittsburgh iLab Registration Guide

Standard Operating Procedure 001 for Pitt iLab System

iLab Role: Research Core Facility User

Revision #: 0

Date: 9/2025

Purpose:

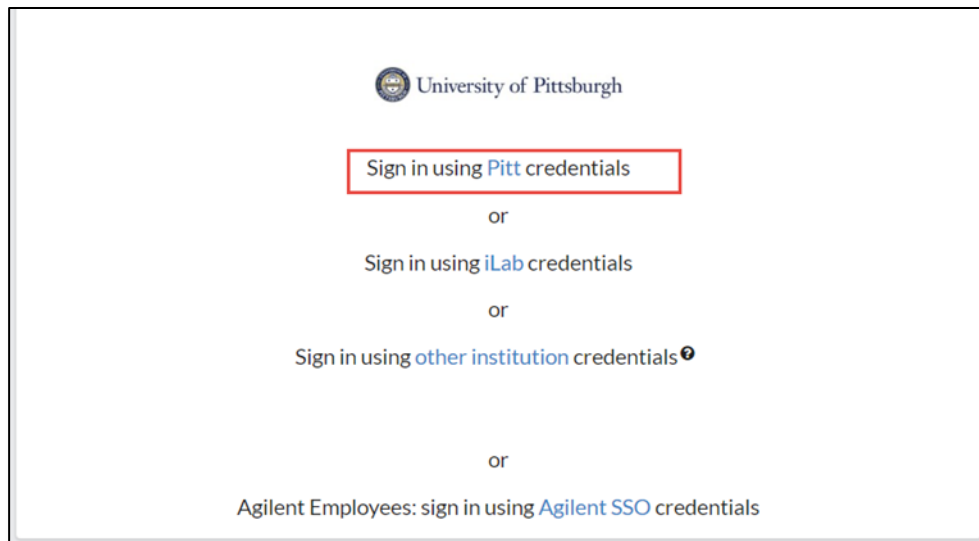
This SOP describes how to register for University of Pittsburgh's iLab system as a Research Core Facility (RCF) user. Registration is required for any user who will be requesting products, services, or reservations from a core within iLab. Almost all students (undergraduate and graduate) and most postdocs will fit into this role.

Scope:

This SOP should be followed by any University of Pittsburgh member who will be using iLab defined as a Research Core Facility (RCF) User as defined above.

Procedure:

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. You will be prompted to provide a username and password.



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5. Once authenticated using Pitt’s login, you will be directed to a registration page.

- i. First select the appropriate PI/Group from the drop-down menu.
 - ii. First name, last name, and email address will be pre-filled. Complete any remaining required fields.
 - iii. Click ‘Register’. The next page that will appear will be the ‘Greeting Page’.
 - iv. The PI selected has been sent an email informing them that they need to approve the account.
 - v. The PI is reminded each business day, but you can send an additional reminder.
 - vi. You will receive a Welcome email with brief “Getting Started” instructions.
 - vii. Once your account has been approved, you will be notified by email.
6. Once registered, follow the login steps 1-4 to utilize the core facilities within iLab.
7. Once logged in, you will be on the iLab homepage dashboard. Make sure to set your time zone.

Approval Authorizations	Signature	Date
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