

Core to Core Business Instructions

Standard Operating Procedure 301 for Pitt iLab System

iLab Role: Institutional Administrator

Revision #: 0

Date: 9/2025


Purpose:

Many core facilities need to place service orders with other core facilities. To enable this, shared core facility personnel need to have the facility's account number assigned to them. Once this is done, then orders are purchased in much the same way that a PI or laboratory staff would place an order for a service or reserve time on equipment. At Pitt, the primary account for cost centers that are self-supporting entities use "03 Accounts", unless this is done in Hillman, in which case a "02 Account" can be used. This SOP describes how to add a Core as a 'lab' or research group in iLab.

Scope:

This SOP requires an Institutional Administrator role in iLab.

Procedure:

1. Login to iLab: <https://pitt.ilab.agilent.com/account/login>
2. Click on the side menu in the top left of the screen. 
3. Under 'Manage Groups' select 'University of Pittsburgh'.
4. Select the 'User Management' tab.
5. Click on the "+ New Research Group" button. The New Research Group dialogue box will appear.



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New Research Group

Name * Sharing ?

Stealth

Principal Investigator

Select Existing

Enter PI Contact Information

Email

First Name Last Name

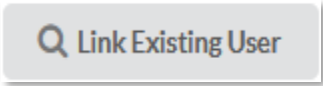
6. Fill in information on the New Research Group screen:
 - i. Type in the name for the New Research Group. The format should be the exact name of the core as entered into iLab with “(PITT) Lab” at the end (ex: Single Cell Core (PITT) Lab).
 - ii. Sharing: should remain set at “Stealth”.
 - iii. Principal Investigator: Search for the name of the Core Director under “Select Existing”.
 - iv. If the Core Director name exists, select it and skip “Enter the PI Contact Information”.
 - v. Click Save.
7. You will return to the User Management screen. There you will see the new Research Group.

Name	Department	Organization	PIs	Managers
PBC - HSCRF			Paul Wood	

8. Click on the new user group.

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9. A new screen will come up where new users can be added to the lab group and request access to the Core Facility 03 account. Click “Link Existing User” and find and add users as needed.



10. Assign the new user group to the appropriate department. The format for this should be [School Name][Department Name][Department number]. See SOP 302 ‘Adding Principal Investigator Departments into iLab’ for specific encoding instructions.
11. Notify the Core Lab Manager or a Core Lab Administrator to approve the account number(s) request for all users that were added in step 9.

Approval Authorizations	Signature	Date
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