

GENOMICS RESEARCH CORE

Principal Investigator Instructions for iLab access

Laboratory Manager

You as PI can coordinate all aspects of iLab access for your laboratory. If you would like to designate a laboratory manager to share those responsibilities, please email Genomics Research Core with the name and contact information of that person. grc@pitt.edu; hollings@pitt.edu; jal18@pitt.edu

Log in Instructions

1. Click here to log-in <https://upmc.corefacilities.org/account/login>
2. If you are logging in with a Pitt email address:
 1. Under UPitt user click 'here' to be redirected to the authentication page
 2. Enter your UPitt ID and password (as for @pitt.edu email or Panther Express)
 1. If your UPitt email is someone@pitt.edu, your login is 'someone'
3. If you are logging in with a different email address:
 1. Select Log in using iLab credentials
 2. Enter username and password

Account Number Information

Use of the account tracking functionality of iLab is entirely at the discretion of the PI. All services charged to account number 00.00000.6492.00000.000000.000000.000000 will be billed to the account on file with the Health Sciences Research Core Facilities administration. If you as PI would like to track services to different accounts, you may do so by utilizing iLab account numbers as described below.

You can add account numbers using the 'Manually add a New Account Number' link under the 'Membership Requests & Account Numbers' tab.

Lab Member Approval

1. Once logged in, look for the link in the left hand menu that says 'my labs'. Hover-over and select your lab.
2. Select the 'Membership Requests & Account Numbers' tab. New membership requests will show at the top of this page. Click "Approve" to accept a member into your lab. Click "Reject" if they are not a member of your lab. Once approved, grant account access.
3. All members must be given access to at least one account number by having a check mark in the appropriate column in the table on the 'Membership Requests & Account Numbers' tab.

Illustrated instructions: http://www.genetics.pitt.edu/sites/default/files/pdfs/iLab_Add_Account_Number.pdf

Financial Approval

1. Any request made by a lab member that is over the auto approval limit will require financial approval from the PI or lab manager before the Core can proceed with processing. In order to avoid excess delay

GENOMICS RESEARCH CORE

and extra work for yourself, set the auto approve threshold to an amount that makes sense for your lab and respond promptly to iLab notifications regarding requests needing financial approval.

2. To do this, select the 'Members' tab on the lab page and enter a dollar amount in the 'Auto Pre-Approval' amount and click 'save settings.'
 1. You may also set specific limits for certain users by clicking the yellow pencil icon to the right of their name and editing the auto approval amount.

Additional help

Should issues arise not addressed here, additional help is available. Click on the “leave iLab feedback” link in the upper right hand corner or contact support@ilabsolutions.com or hollings@pitt.edu or jal18@pitt.edu