Greetings UIC Imagers,

On March 20ᵗʰ, 2017 **UMN users will have the ability to log into the iLab software with their UMN internet ID.**

This change *will not* remove your ability to sign in using your current iLab account. Instead you now have the option to sign in using your UMN internet ID.
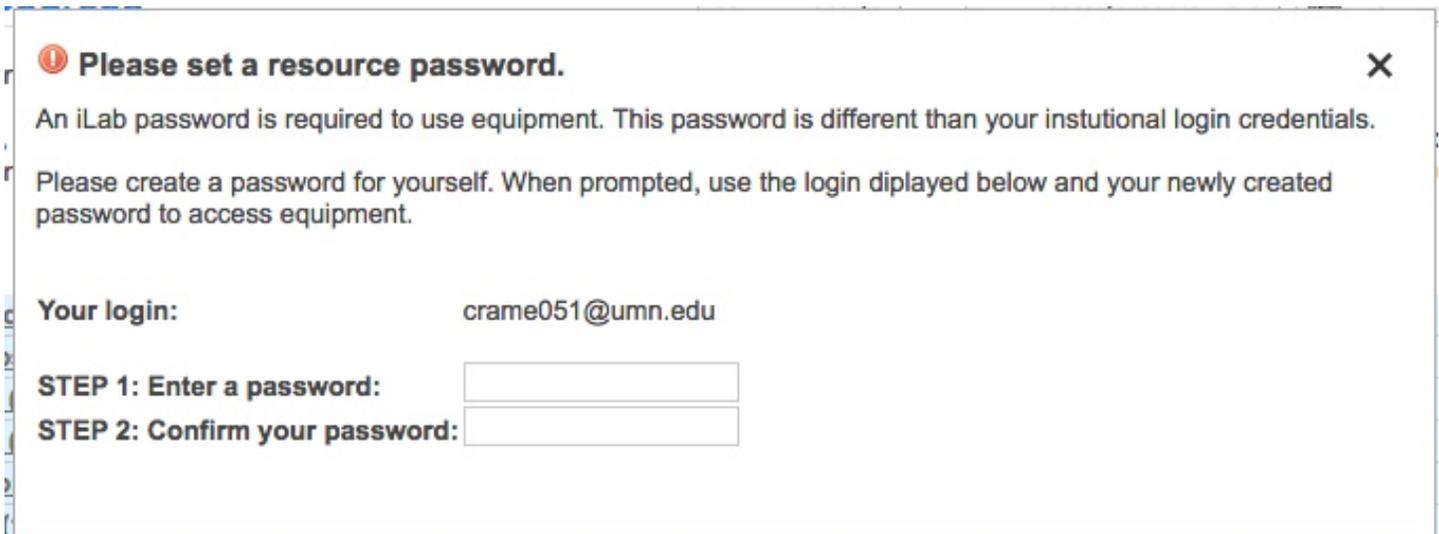
If you have created any bookmarks, you will want to update them with the new links provided.

IMPORTANT NOTE; INSTRUMENT PASSWORD: All UMN ID users require **an additional** iLab password for logging into the instruments at UIC facilities. This is quickly setup when signing in using your UMN ID for the first time. You may use the same password as your UMN ID if you prefer, but you still need to go through the setup.

1. Click "here" in the yellow alert banner at the top of your screen to set your instrument password.

ALERT: University Imaging Centers has equipment that requires additional on-site authentication. Please click here to setup or reset your iLab password.

2. Enter in a password of your choosing. Click "Change Password" to complete the update.

3. Once you have finished setting up your password the effect is immediate. You will now be able to log into instruments at UIC facilities by entering your full UMN email address and the password you have created.

While reading through these instructions if you have any questions please contact Alex Cramer (crame051@umn.edu), or notify a UIC staff member.
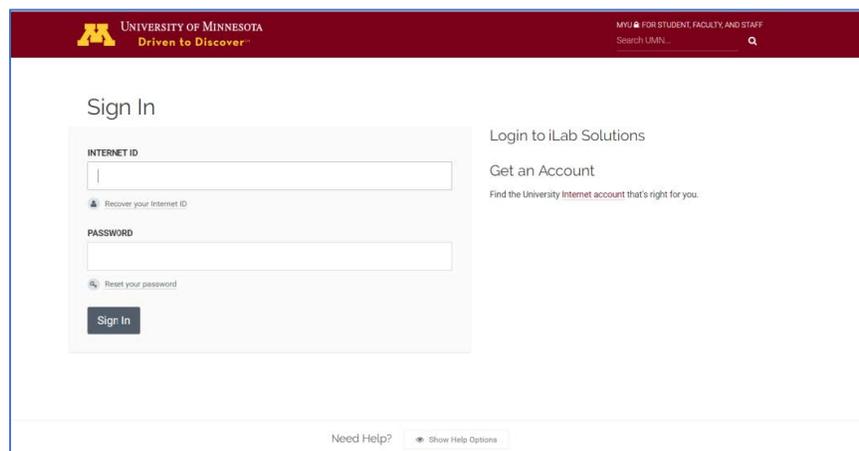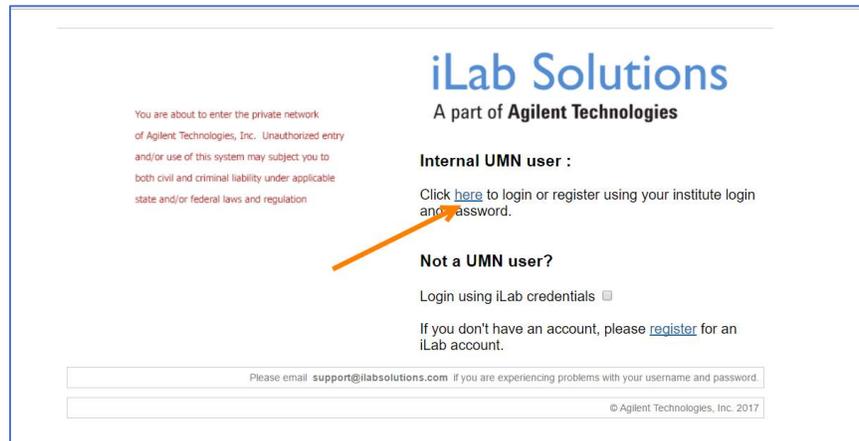
INSTRUCTIONS FOR ACTIVE USERS WITH UMN IDs
(For users with an active UMN iLab accounts before Jan. 25th, 2017.)

Users with existing iLab accounts **(prior to January 25th, 2017)** have had their UMN ID automatically connected to their existing iLab account. This means you will be able to sign in using your UMN ID and immediately resume use of the iLab calendaring system.

Getting Started with your UMN Internet ID
1. You have a new iLab URL to access the UMN cores. Go to https://umn.corefacilities.org
2. Under "Internal UMN User", click on the "**here**" link. This takes you to your UMN login page.

3. Log in with your UMN Internet ID. You will be taken into the iLab site.
4. Click on the "list all cores" link on the left panel to view all cores active in iLab. You may click on any core link to access the core.
5. Click on the "my reservations" link on the left panel to view your past and future reservations for all equipment calendars.
6. Click on your "home" link on the left panel to see any pending actions that require your attention on service requests to any core at UMN.

INSTRUCTIONS FOR NEW UMN USERS

UMN Users that have not logged into the iLab software before will be required to select their PI the first time they log in. You will use your UMN ID to log in and then the software will ask you to select your PI from a drop-down list. Select your PI and submit. Your PI will receive an email asking them to approve you into the lab in the iLab software.

Registering with your UMN Internet ID
1. Go to https://umn.corefacilities.org
2. Under "Internal UMN User", click on the "here" link. This takes you to your UMN login page.

3. Log in with your UMN Internet ID. You will be taken into the iLab site to register.

4. On the registration page your are asked to select your PI in the drop down list. **If you do not see your PI, please contact ILAB-SUPPORT@agilent.com or notify UIC Staff.**

5. After selecting your PI, your PI will receive a notification from iLab to accept you into the lab and assign you a fund number. You cannot access the iLab site until your PI has provided you access to the lab. Your PI must log in, click on "my labs" on the left panel, and then accept you into the lab. You will receive a notification when your PI has approved you into the lab.

6. Once you have access, go to https://umn.corefacilities.org/ and follow the instructions above to log in. Log in with your UMN ID. You may Click on the "list all cores" link on the left panel to view all cores active in iLab. You may click on any core link to access the core.