iLab User Guide for LMIC
Contact Jim Powers (japowers@indiana.edu, 812 856-1734) with questions or issues.

Most current LMIC users will already have an iLab account. We created iLab accounts for all
LMIC users this past summer. You will need to re-set your password.
Newer LMIC users will need to create an iLab account.

1. Go here
   a. To reset password - log in at: https://my.ilabsolutions.com/
      i. Provide IU email address
      ii. The user will receive a link to reset the password.
      iii. Go back and log in with new password.
   b. To create an iLab account - log in at:
      https://my.ilabsolutions.com/account/signup/321?sc_id=3449
      Fill in 5 step form with appropriate information. Steps are visualized as tabs. The required information is:
      i. Personal Information
         1. First/Last Name
         2. Email (use your IU email address)
         3. Institution (Indiana University)
      ii. Institution Role - pick a role from the drop down list. If not a PI, fill in:
         1. PI Email
         2. PI First/Last Name
         3. Is your lab already registered? Type PI last name, pick lab from drop down list. If you are a newer LMIC user and lab is not on list, click the "create my lab" box.
            a. If you are creating your lab - you will need to fill in your labs fiscal officer (probably a departmental person).
      iii. Complete Registration
         1. Agree to policy and click green ‘Complete Registration’ button.
   c. The requestor will receive an email from iLab with a temporary password. The email will look something like this:

   Your account request is awaiting confirmation.

   Thank you for requesting an iLab account. Please allow up to 24 hours for account confirmation.

   Next, our team will...

   1. ...review the account information that you provided.
   2. ...confirm the provided information with your Principal Investigator and/or a Financial Contact.
   3. ...send your account credentials to the email address provided during registration.
d. The user will be contacted by iLab Support with further instructions.

2. To Reserve microscope time.
   a. To reserve time on a microscope you must meet 3 criteria:
      i. You must have an iLab account
      ii. You must be trained on that microscope (contact Jim for training)
      iii. You PI has given you access to a lab account (see #3).
   b. Log in to iLab (https://my.ilabsolutions.com/).
      i. On left side, click on LMIC under core facilities. Click on Schedule Equipment tab.- when I click on core facilities I get every institution- not just IU. I can’t get access to LMIC
      ii. Scroll to the microscope on interest. Click on ‘View Schedule’ button on the right.
      iii. Calendar should appear. Create a reservation event for the desired time by dragging a box on the calendar.
      iv. A popup box will require selection of your lab. Click on ‘Next’.
      v. Confirm time for the reservation.
      vi. From the Payment Information section, select your account from the dropdown list. Only accounts on the list may be used. Contact your PI to add an account (#3)
      vii. Click on green ‘Save Reservation’ button.

3. PI roles. PI's must have an iLab account (step 1 above) for any member of your lab to use the LMIC. You control grant account access. The LMIC will do billing through iLab which is directly connected to the IU financial system. Sponsored grant accounts should be automatically populated. Internal grants will have to be added.
   a. Assign account access to lab member
      i. Login to ilab https://my.ilabsolutions.com/
      ii. Click on ‘My Labs’ on the left hand menu. Your lab should come up - click on it.
      iii. Click on ‘Membership Requests and Accounts’ tab.
      iv. Under ‘Manage Accounts’ section, a table of members and accounts should be visible. Click on the account checkbox to give lab members access to that account. Lab members without grant account access can not reserve microscope time.
   b. To add a grant to your list (usually an internal grant).
      i. Click on "Request access to additional Accounts"
      ii. Fill in grant number, click request. The request will go to your fiscal officer for approval. Until they become used to this process - it may help if you also send them an email and ask that they respond to the iLab request.
   c. Control Lab Membership.
      i. Click on Members tab. Your lab members with iLab accounts will be listed. Bill Cain and I (Jim Powers) and your fiscal officer may also be listed.
      ii. To add a lab member - click on link existing user. Type part of person's name. Select from iLab account holders the person you would like to add to you lab. Then give that person grant access.
      iii. To delete a lab member - click red X to right of name.
   d. Assign Finance/Lab Manager Role in iLab. You may, if you like, give someone else in your lab the ability to manage accounts by assigning a lab manager.
      i. In members tab, click on pencil icon next to name of person you would like to assign role of lab manager.
      ii. A box will appear marked lvl (level). Select "manager" from menu.
      iii. Check the ‘Core Financial Contact’ checkbox. Click ‘Save’.
      iv. This will provide the Lab Manager access to all lab accounts.