

iLab Research Facility Management System

New Health Group iLab User

Registration Quick Reference

Guide

New internal Health Group iLab User Registration

Overview:

To be able to engage the services of the two Health Group cores, you need to be able to submit a request via the iLab Research Facility Management System (iLab). Before being able to submit a request, you will have to be onboarded into iLab. After being onboarded you will have:

1. Your "s" number will be a registered login for iLab.
Note that if you work for an external agency, you may need to have a Griffith visitor account created for you to be able to log in.
2. Membership in the **Health Group (Griffith) Lab**.

Pre-requisites:

- The new user has a GU "s" number.

Primary Actors:

- New user

Useful Links:

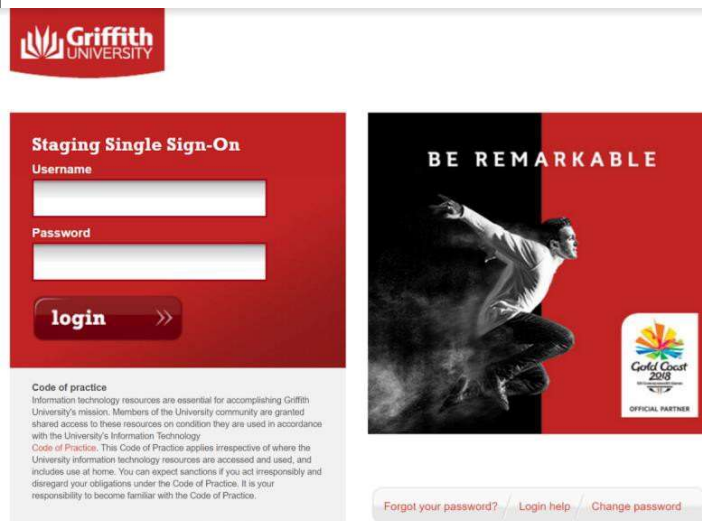
iLab Self Help: <https://www.griffith.edu.au/research/research-services/contact-us/other-research-support/ilab-research-facility-management-software/> nocache

GU Internal User Registration

1. User selects the iLab “Register” link that is available at the [iLab Self Help](#).

URL:

The **GU Single Sign-on Page** is displayed



The screenshot displays the GU Single Sign-on Page. At the top left is the Griffith University logo. The main heading is "Staging Single Sign-On". Below this are two input fields: "Username" and "Password". A red "login" button with a double arrow is positioned below the password field. To the right of the login form is a large graphic with the text "BE REMARKABLE" and an image of a person in motion. Below the graphic is the "Gold Coast 2018" logo and the text "OFFICIAL PARTNER". At the bottom of the page, there are three links: "Forgot your password?", "Login help", and "Change password".

Griffith UNIVERSITY

Staging Single Sign-On

Username

Password

login >>

Code of practice
Information technology resources are essential for accomplishing Griffith University's mission. Members of the University community are granted shared access to these resources on condition they are used in accordance with the University's Information Technology Code of Practice. This Code of Practice applies irrespective of where the University information technology resources are accessed and used, and includes use at home. You can expect sanctions if you act irresponsibly and disregard your obligations under the Code of Practice. It is your responsibility to become familiar with the Code of Practice.

BE REMARKABLE

Gold Coast 2018
OFFICIAL PARTNER

[Forgot your password?](#) / [Login help](#) / [Change password](#)

2. Complete the **GU Single Sign-on** details:

- Enter your **username** (GU Snumber)
- Enter your **password** (GU password)
- Select the **Login** button



The image shows a red login form titled "Griffith Single Sign-On". It has two input fields: "Username" with the text "s2978787" and "Password" with masked characters ".....". Below the fields is a red button with the text "login" and a double arrow "»".

The **iLab Account Registration** page is displayed.

The following fields are **automatically populated** based on the details which have been entered by the new potential GU iLab user:

- First Name
- Last Name
- Email



The image shows the "iLab Account Registration" page. It has a light blue background. At the top, it says "iLab Account Registration". Below that, it says "Hello Donne Dinkelmann," and "Welcome to iLab! Please choose your PI or group to get started!". There is a dropdown menu for "PI/Group:" with "Health Group (Griffith) Lab" selected. A red arrow points to this dropdown with the text "Always choose Health Group (Griffith) Lab". Below the dropdown are input fields for "First Name:" (Donne), "Last Name:" (Dinkelmann), "Email:" (d.dinkelmann@griffith.edu.au), and "Phone number:" (0404 0404 444). At the bottom right are "register" and "cancel" buttons. At the bottom, it says "© Agilent Technologies, Inc. 2017" followed by links for "privacy policy (pdf)" and "security policy (pdf)".

Complete the iLab Account Registration details:

- Select the Health Group (Griffith) Lab
- Enter your contact number (e.g. +61 (0)7 3359744 (office number or mobile))
- Select the Register button

3. You will receive a **Welcome to iLab at Griffith University Cores** email notification in your inbox and see this screen.

Wait until your request is accepted before attempting to access iLab. Acceptance should be done within a few hours. If you have any issues then please contact the Health Group' Technical Services.

