iLab Research Facility Management System

New GU iLab User Registration

Quick Reference Guide

Version 1.0
Updated: 7 November 2018

New GU iLab User Registration

Overview:

To be able to engage the services of the Griffith Technical Solutions workshops, either the Electronic Department or the Mechanical Department, 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 sNumber 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 a group known as a Lab.
   Contact the financial account holder of the funding source you are wanting to use to pay for the work, they should have a Lab that you can use. If you are a financial account holder yourself then you may need to get a Lab created for you. Contact the GU Institution Administrator for help with this, but you will need to continue registration as below.

3. Delegated access to a financial account (Griffith University Internal) or purchase order (external to Griffith University).
   When you contact financial account holder in 2, ask them which account they want you to use for this piece of work and ask them to allocate that account to you in their Lab. If you are the account holder, then use the guide on the Griffith Technical Solutions web page.

Pre-requisites:

- The new user has a GU sNumber.
- The new user is aware of which group (Lab) they need to join – if the user needs to create a new lab then they should contact the GU Institution Administrator.

.

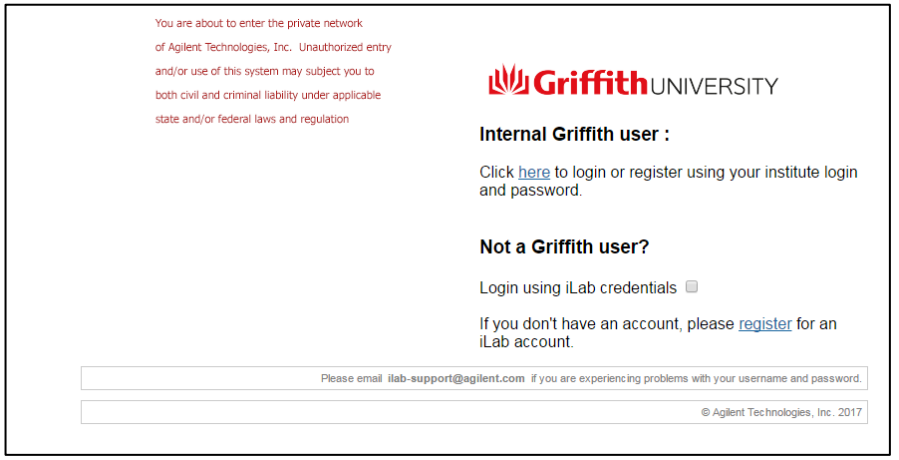
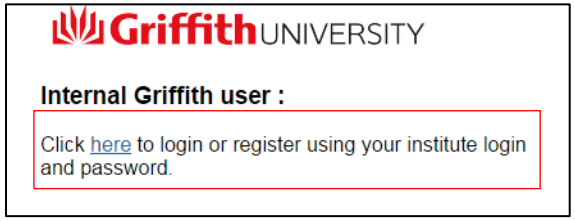
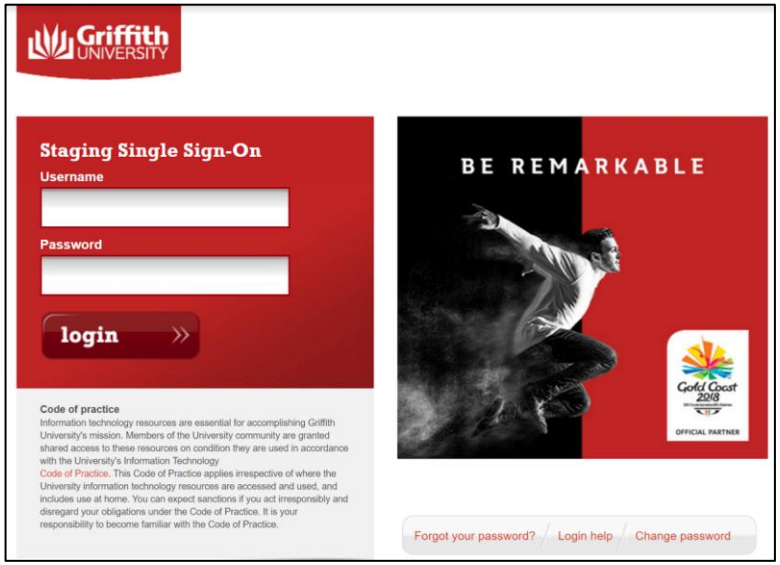
Primary Actors:

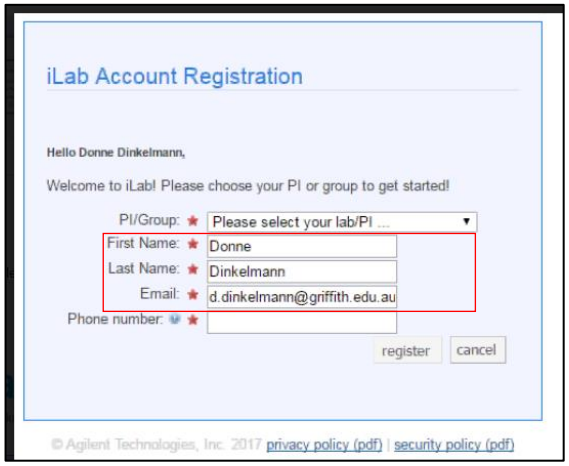
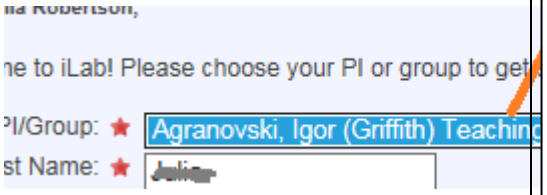
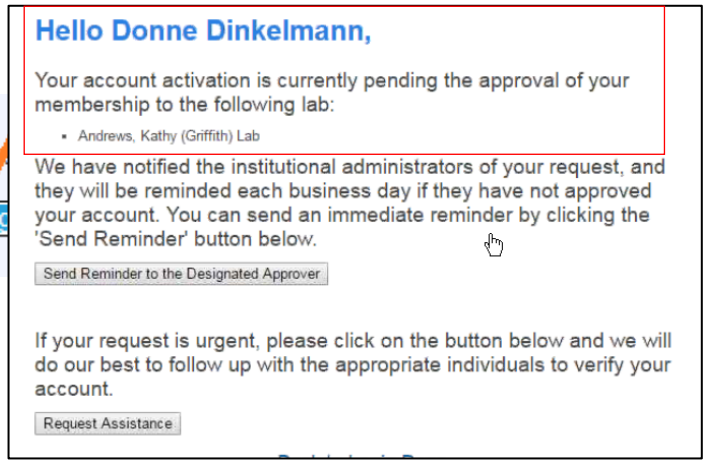
- New user

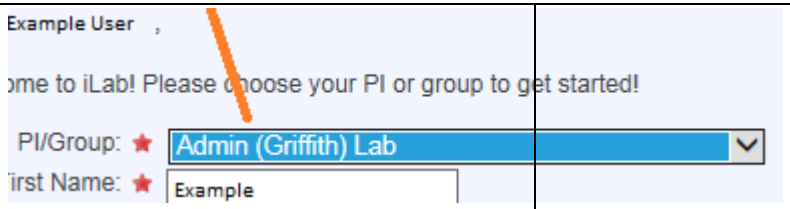
Useful Links:
Griffith Technical Solutions web page: **https://www.griffith.edu.au/griffith-sciences/research/griffith-technical-solutions/_nocache**

What is included in this New GU iLab User Registration overview:

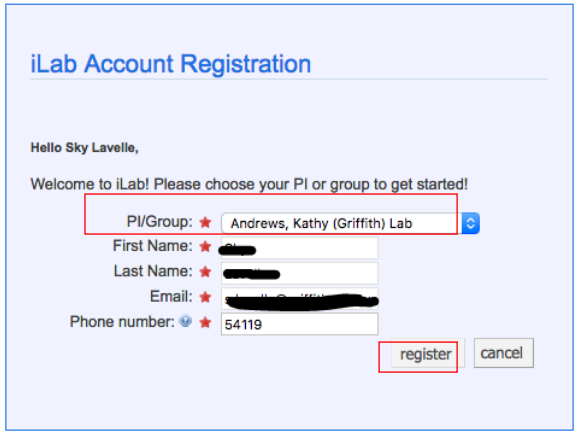
1. GU Internal User requests access to GU Lab within iLab……3

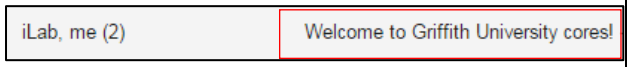
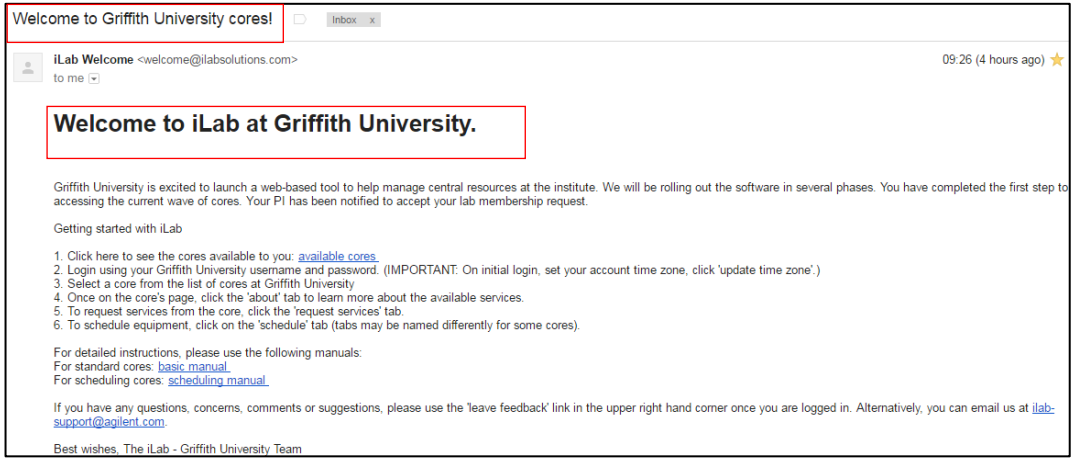
GU Internal User Registration		
1	User selects the iLab “Register” link that is available at the Griffith Sciences - Technical Solutions page. URL: https://www.griffith.edu.au/griffith-sciences/research/griffith-technical-solutions/_nocache	The Griffith iLab Login Page will be displayed 
1.1	User selects the **here link** in order to register as a new Griffith University iLab user 	The **GU Single Sign-on Page** is displayed 

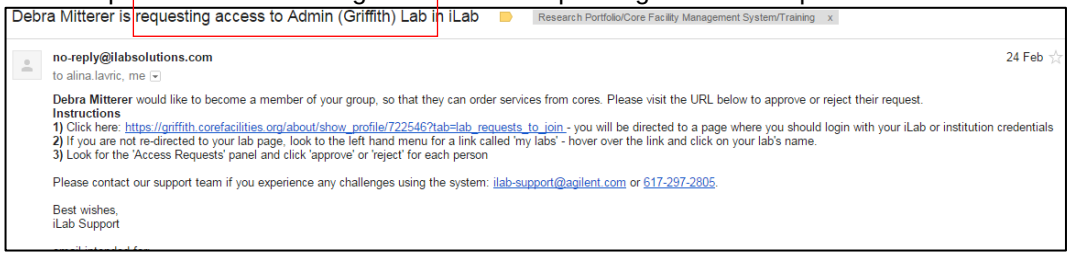
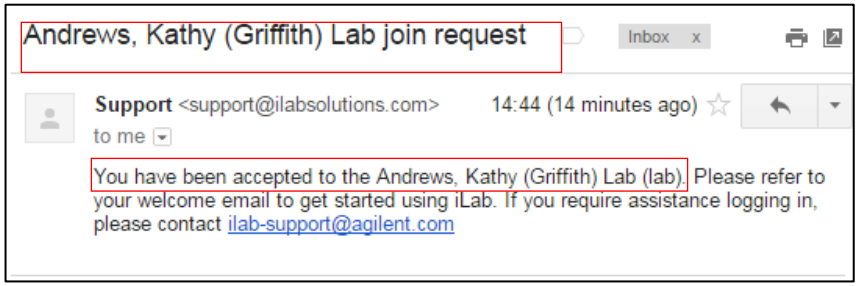
1.2	Complete the **GU Single Sign-on** details: - Enter your **username** (GU Snumber) - Enter your **password** (GU password) - Select the **Login** button 	The **iLab Account Registration** page is displayed. The following fields are **automatically populated** based on the details which have been entered by the new potential GU iLab user: - First Name - Last Name - Email 
1.3	Complete the **iLab Account Registration** details: - Select the **PI / Group** (i.e. the Lab that the you need access to)  **NOTE**: *if you want to ask for a new lab to be created and you are the Account Holder of at least one Griffith Speed type and class then select "Admin (Griffith) Lab"*	The **iLab new user welcome page** is displayed:  Note: if the user selects the '**Send Reminder to the Designated approver'** button, an **additional reminder** will be sent to the Lab PI/Manager. Select the **Back** button to exit this page.



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



1.6	The GU User receives a **Welcome to iLab at Griffith University Cores** email notification in their inbox: 	The **Welcome to Griffith University Cores Email** notification content: 

1.7	An **email is forwarded to the Lab PI /and Lab Manager** to review the new request for access to their lab: A reminder to approve the request will be sent to the Lab Administrator on a daily basis until the request has been accepted / rejected.	The content of the **new user approval request to access a particular Lab email notification**: An example of an email stating that a use is requesting access to a particular Lab  Debra Mitterer is requesting access to Admin (Griffith) Lab in iLab Research Portfolio/Core Facility Management System/Training x no-reply@ilabsolutions.com 24 Feb to alina.lavric, me **Debra Mitterer** would like to become a member of your group, so that they can order services from cores. Please visit the URL below to approve or reject their request. **Instructions** **1)** Click here: https://griffith.corefacilities.org/about/show_profile/722546?tab=lab_requests_to_join - you will be directed to a page where you should login with your iLab or institution credentials **2)** If you are not re-directed to your lab page, look to the left hand menu for a link called 'my labs' - hover over the link and click on your lab's name. **3)** Look for the 'Access Requests' panel and click 'approve' or 'reject' for each person Please contact our support team if you experience any challenges using the system: ilab-support@agilent.com or 617-297-2805. Best wishes, iLab Support
1.8	**Event: The PI/Lab Manager has accepted the user as lab member:** An email is forwarded to the user to inform the user that they have been accepted as a member of the specific Lab: Support Andrews, Kathy (Griffith) Lab join request - You	The content of the **Lab join Request notification when the request has been accepted:**  Andrews, Kathy (Griffith) Lab join request Inbox x **Support** <support@ilabsolutions.com> 14:44 (14 minutes ago) to me You have been accepted to the Andrews, Kathy (Griffith) Lab (lab). Please refer to your welcome email to get started using iLab. If you require assistance logging in, please contact ilab-support@agilent.com
1.9	**Trigger: The PI/Lab Manager has rejected the user as lab member (as result of step 3):** If the user was rejected as a new lab member, an email notification will be forwarded to the user.	The user receives the **iLab join Request notification which has been rejected email notification**