

iLab Research Facility Management System

New GU iLab User Registration

Quick Reference Guide

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

You are about to enter the private network of Agilent Technologies, Inc. Unauthorized entry and/or use of this system may subject you to both civil and criminal liability under applicable state and/or federal laws and regulation

Griffith UNIVERSITY

Internal Griffith user :

Click [here](#) to login or register using your institute login and password.

Not a Griffith user?

Login using iLab credentials

If you don't have an account, please [register](#) for an iLab account.

Please email ilab-support@agilent.com if you are experiencing problems with your username and password.

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1.1 User selects the **here** link in order to register as a new Griffith University iLab user

Griffith UNIVERSITY

Internal Griffith user :

Click [here](#) to login or register using your institute login and password.

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

Griffith UNIVERSITY

Staging Single Sign-On

Username

Password

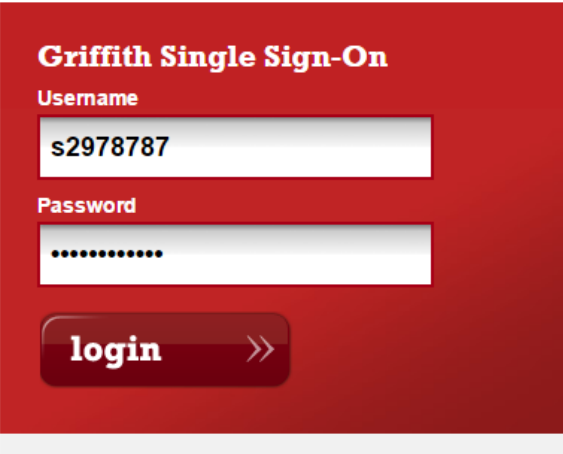

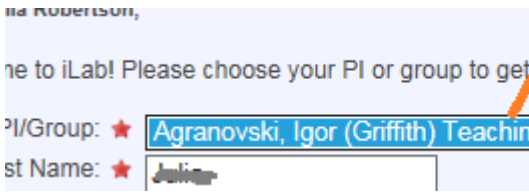
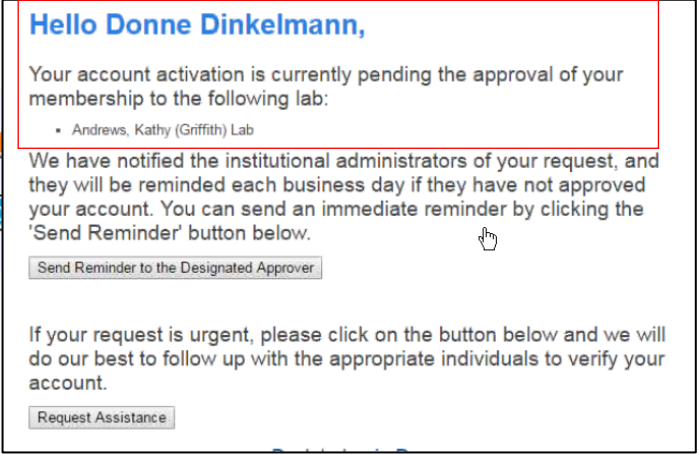
login >>

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

<p>1.2</p>	<p>Complete the GU Single Sign-on details:</p> <ul style="list-style-type: none"> - Enter your username (GU Snumber) - Enter your password (GU password) - Select the Login button  <p>The screenshot shows a red-themed login form titled 'Griffith Single Sign-On'. It has two input fields: 'Username' with the value 's2978787' and 'Password' with masked characters. A 'login' button with a right-pointing arrow is at the bottom.</p>	<p>The iLab Account Registration page is displayed.</p> <p>The following fields are automatically populated based on the details which have been entered by the new potential GU iLab user:</p> <ul style="list-style-type: none"> - First Name - Last Name - Email  <p>The screenshot shows the 'iLab Account Registration' page. It greets the user 'Hello Donne Dinkelmann' and asks them to choose a PI or group. A dropdown menu is set to 'Please select your lab/PI ...'. Below it, a red box highlights the pre-filled fields: First Name: Donne, Last Name: Dinkelmann, and Email: d.dinkelmann@griffith.edu.au. There are 'register' and 'cancel' buttons at the bottom.</p>
<p>1.3</p>	<p>Complete the iLab Account Registration details:</p> <ul style="list-style-type: none"> - Select the PI / Group (i.e. the Lab that the you need access to)  <p>The screenshot shows the same registration page as above, but with the dropdown menu open. The selected option is 'Agranovski, Igor (Griffith) Teaching'. The first name 'Donne' and last name 'Dinkelmann' are visible in the fields below.</p> <p>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"</p>	<p>The iLab new user welcome page is displayed:</p>  <p>The screenshot shows the 'Hello Donne Dinkelmann,' welcome page. It states that account activation is pending approval for membership in the 'Andrews, Kathy (Griffith) Lab'. It explains that institutional administrators will be notified and provides a 'Send Reminder to the Designated Approver' button. There is also a 'Request Assistance' button.</p> <p>Note: if the user selects the 'Send Reminder to the Designated approver' button, an additional reminder will be sent to the Lab PI/Manager.</p> <p>Select the Back button to exit this page.</p>

Example User ,

Welcome to iLab! Please choose your PI or group to get started!

PI/Group: ★ Admin (Griffith) Lab

First Name: ★ Example

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

iLab Account Registration

Hello Sky Lavelle,

Welcome to iLab! Please choose your PI or group to get started!

PI/Group: ★ Andrews, Kathy (Griffith) Lab

First Name: ★ [Redacted]

Last Name: ★ [Redacted]

Email: ★ [Redacted]

Phone number: ★ 54119

register cancel

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

- iLab, me (2)
- Welcome to Griffith University cores!

The **Welcome to Griffith University Cores Email** notification content:

Welcome to Griffith University cores! Inbox x

iLab Welcome <welcome@ilabsolutions.com> to me

Welcome to iLab at Griffith University.

Griffith University is excited to launch a web-based tool to help manage central resources at the institute. We will be rolling out the software in several phases. You have completed the first step to accessing the current wave of cores. Your PI has been notified to accept your lab membership request.

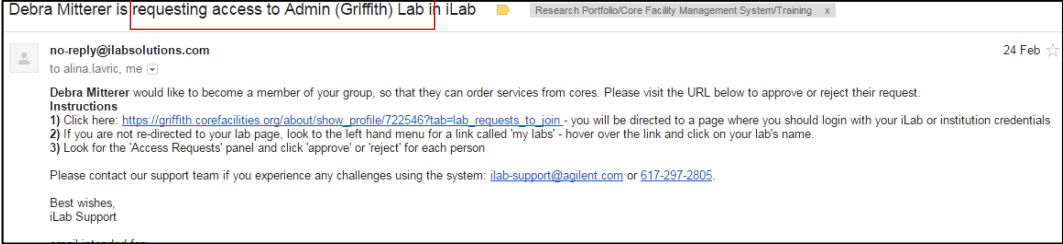
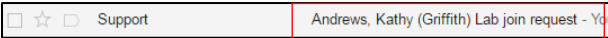
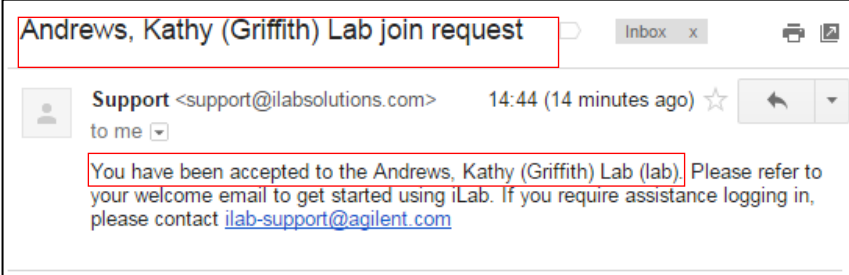
Getting started with iLab

1. Click here to see the cores available to you: [available cores](#)
2. Login using your Griffith University username and password. (IMPORTANT: On initial login, set your account time zone, click 'update time zone'.)
3. Select a core from the list of cores at Griffith University
4. Once on the core's page, click the 'about' tab to learn more about the available services.
5. To request services from the core, click the 'request services' tab.
6. To schedule equipment, click on the 'schedule' tab (tabs may be named differently for some cores).

For detailed instructions, please use the following manuals:
 For standard cores: [basic manual](#)
 For scheduling cores: [scheduling manual](#)

If you have any questions, concerns, comments or suggestions, please use the 'leave feedback' link in the upper right hand corner once you are logged in. Alternatively, you can email us at ilab-support@agilent.com.

Best wishes. The iLab - Griffith University Team

<p>1.7</p>	<p>An email is forwarded to the Lab PI /and Lab Manager to review the new request for access to their lab:</p> <p>A reminder to approve the request will be sent to the Lab Administrator on a daily basis until the request has been accepted / rejected.</p>	<p>The content of the new user approval request to access a particular Lab email notification:</p> <p>An example of an email stating that a use is requesting access to a particular Lab</p> 
<p>1.8</p>	<p>Event: The PI/Lab Manager has accepted the user as lab member:</p> <p>An email is forwarded to the user to inform the user that they have been accepted as a member of the specific Lab:</p> 	<p>The content of the Lab join Request notification when the request has been accepted:</p> 
<p>1.9</p>	<p>Trigger: The PI/Lab Manager has rejected the user as lab member (as result of step 3):</p> <p>If the user was rejected as a new lab member, an email notification will be forwarded to the user.</p>	<p>The user receives the iLab join Request notification which has been rejected email notification</p>