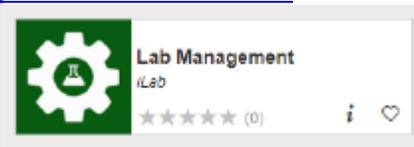
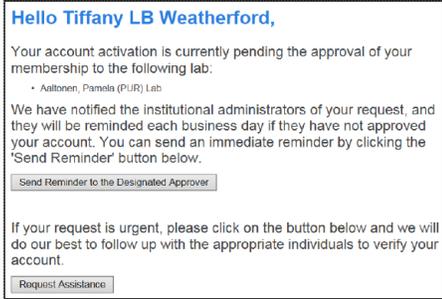
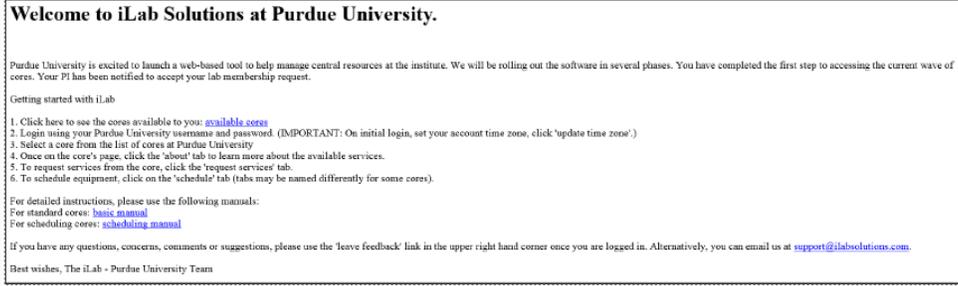


This document provides a walkthrough in adding a new internal customer/user to iLab at Purdue. Principal Investigators (PIs) with sponsored funds are automatically added into iLab, but those PI's with only non-sponsored funds, or individual lab members will need to follow additional steps to register in iLab.

Step 1-Determine if the user is lab owner or lab member	
<p>Determine which type of usage the user will need inside iLab</p>	<ul style="list-style-type: none"> <li>• If the user is the PI (Principal investigator) of a research lab, or has other lab members who will share funding sources they should be setup with their own lab. The lab is the basic building block of the iLab system, and users must be in a lab to login and access resources.</li> <li>• If the user is a lab member, they should register and select an already created lab, or have their PI added first, and then register to that lab. This process is explained in Step 3</li> <li>• In some cases, staff members may need to have a lab created and be placed as the PI of that lab. This is done on a case by case basis, and it is best to consult with <a href="mailto:ilabhelp@purdue.edu">ilabhelp@purdue.edu</a> about these specialized cases.</li> </ul>
Step 2-Adding a new PI lab	
<p>A. To submit a request to create a new lab for a PI without sponsored funds, do the following:</p>	<ul style="list-style-type: none"> <li>• Upload a doc/txt file to either Filelocker or BOX, the file to contain the PI's full name, email, and PUID. Share with <a href="mailto:hgardne@purdue.edu">hgardne@purdue.edu</a> (if this address changed in the future, this document will be edited to reflect that change)</li> <li>• Send a ticket to <a href="mailto:ilabhelp@purdue.edu">ilabhelp@purdue.edu</a> requesting that the PI account be added, and confirming that the file has been shared.</li> <li>• Ilab Help will submit the request, and confirm when processed.</li> </ul>
<p>B. Additional steps:</p>	<ul style="list-style-type: none"> <li>• The PI's home department business office will need to import their lab into the department grouping so they can act as delegates</li> <li>• The PI's home department business office should add and assign account strings, or provide assistance to the PI in doing so</li> <li>• The PI or their home department business office should ask the PI's lab members to register in iLab and select that lab during registration (see Step 3)</li> </ul>
Step 3-Adding a new lab member	
<p>A. Go to the iLab solutions site using the direct link or the <a href="#">One Purdue Portal</a> and login using your Boilerkey credentials. Help logging in to iLab using Boilerkey can be found <a href="#">here</a>.</p>	<p><a href="http://purdue.ilabsolutions.com">purdue.ilabsolutions.com</a></p> 

<p>B. Complete all fields marked with a red asterisk.</p> <p>Select from the drop-down menu the name of the <b>PI</b> on whose behalf you will be using core(s).</p> <p><b>First Name, Last Name,</b> and <b>Email</b> will auto-populate.</p> <p>Enter <b>Phone number</b>.</p> <p>Click <b>register</b>.</p>	 <p>The screenshot shows the 'iLab Account Registration' page. It greets the user 'Hello Tiffany LB Weatherford,' and says 'Welcome to iLab! Please choose your PI or group to get started!'. There are several input fields: 'PI/Group' (a dropdown menu with 'Please select your lab/PI ...'), 'First Name' (filled with 'Tiffany LB'), 'Last Name' (filled with 'Weatherford'), 'Email' (filled with 'tlweathe@purdue.edu'), and 'Phone number' (empty). There are 'register' and 'cancel' buttons at the bottom right.</p>
<p>C. A confirmation screen is displayed upon registration submission.</p>	 <p>The screenshot shows a confirmation screen for Tiffany LB Weatherford. It states: 'Your account activation is currently pending the approval of your membership to the following lab: Aaltonen, Pamela (PUR) Lab'. It explains that institutional administrators will be notified and provides a 'Send Reminder to the Designated Approver' button. It also offers a 'Request Assistance' button for urgent requests.</p>
<p>D. An email from iLab Solutions confirms the registration request and provides basic instructions for logging in to iLab.</p>	 <p>The screenshot shows an email titled 'Welcome to iLab Solutions at Purdue University.' It provides instructions for getting started with iLab, including logging in with Purdue University credentials, selecting a core, and requesting services. It also includes links to manuals for standard and scheduling cores, and a 'leave feedback' link.</p>
<p><b>Step 4-Lab creation for staff</b></p>	
<p>A. Deciding on a name for lab</p>	<p>Unlike labs for PI (which are named after the PI), iLab policy at Purdue is for the lab to be named after the function of the staff area. So if staff in the College of Ag needed to pay recharges for work in Food Science, possible names would be Food Science Recharge, Food Science Requests, or another name for the lab that identifies it's purpose, but is not tied to a specific staff member.</p> <p>The reason for this, is that PI labs are directly tied to one particular Principal Investigator, and if that PI leaves, the lab members will usually also leave that lab. Staff members needing recharge in iLab, are often doing so for a particular job position, and if they separate, a new staff member is hired to replace them. By naming the staff labs after function, a new head of the lab can be assigned and historical charge record preserved.</p>
<p>B. To submit a request to create a new lab for a staff member:</p>	<ul style="list-style-type: none"> <li>• Upload a doc/txt file to either Filelocker or BOX, the file to contain the staff member's full name, email, and PUID. Share with <a href="mailto:hgardne@purdue.edu">hgardne@purdue.edu</a> (if this address changed in the future, this document will be edited to reflect that change)</li> <li>• Send a ticket to <a href="mailto:ilabhelp@purdue.edu">ilabhelp@purdue.edu</a> requesting that the staff account be added, and confirming that the file has been shared. Please provide the desired name</li> </ul>

	<p>for the lab, as discussed in step 4A.</p> <ul style="list-style-type: none"> <li>• Ilab Help will submit the request, and confirm when processed.</li> </ul>
<p>C. Additional Steps:</p>	<ul style="list-style-type: none"> <li>• The PI's home department business office will need to import their lab into the department grouping so they can act as delegates</li> <li>• The PI's home department business office should add and assign account strings, or provide assistance to the PI in doing so</li> </ul> <p>The PI or their home department business office should ask the PI's lab members to register in iLab and select that lab during registration (see Step 3)</p>

<p><b>Final steps</b></p>	
<p>Additional assistance with process</p>	<p>Email <a href="mailto:ilabhelp@purdue.edu">ilabhelp@purdue.edu</a> with any additional questions, or if you need assistance with any particular step.</p>