

CUNY iLab Registration Guide:

Internal (CUNY) and External (non-CUNY) Users

Step 1: New User Registration

- a. All new users requesting access to any Core Facility at the CUNY Advanced Science Research Center must first fill out a [New User Application](#).
- b. After submitting your application, along with any required documentation, you will receive notifications throughout the approval process.
- c. Once your new user application is approved, or if you are an existing ASRC user, please proceed to Step 2.

Step 2: Accessing iLab

- a. Navigate to the following URL: <https://cuny-asrc.ilab.agilent.com/landing/626#/> to access the CUNY ASRC iLab landing page.
- b. If you already have an iLab account, please log in with your existing credentials, and skip to Step 5.
- c. If you do not currently have an iLab account, please select the 'Sign Up' button in the upper right corner.



Step 3: Creating your iLab account

- a. Enter your Institution email address.
 - CUNY users must use their CUNY email address.
 - Non-CUNY users are encouraged to use their institution email address.
 - Click 'Continue'
- b. In the "Personal Information" tab:


- Enter your First Name and Last Name
 - Choose your Institution: CUNY users must choose “City University of New York (CUNY)” to be considered an Internal PI or User. Non-CUNY users must choose their respective affiliating institution.
 - Choose primary role at your institution, and click “Continue”
- c. In the “Group Associations” tab:
- CUNY PI: check whether you already have a lab/group set up in iLab by typing your name in the search field. If it does not come up, select ‘Create New Group’ from the list. Your first name, last name, and email address will be pre-filled. Complete any remaining required fields. Make sure your lab/group’s name is in this exact format: PI last name, PI first name (CUNY) Lab. If a lab name is suggested in the lab field, make sure it matches the correct format.
 - Non-CUNY PI: check whether you already have a lab/group set up in iLab by typing your name in the search field. If it does not come up, select ‘Create New Group’ from the list. Your first name, last name, and email address will be pre-filled. Complete any remaining required fields. Make sure your lab/group’s name is in this exact format: PI last name, PI first name (Institution) Lab, as dictated by your affiliating institution.
 - All other Users (non-PI): Look up your PI’s lab/group by typing their name in the search field. If you cannot find your PI’s lab/group, you will be prompted to provide their contact information.
 - Click ‘Complete’

Step 4: Account Activation

- a. All Users: an email has been sent to the PI you selected informing them that they need to approve your account. The PI is reminded each business day, but you also have the opportunity to send an additional reminder.
- b. You will receive a “Welcome” email with brief “Getting Started” instructions.

- c. Once your account has been approved by the PI, you will receive another email notifying you. Please allow up to 24 hours for your account to be active in iLab.

Step 5: Accessing ASRC Core Facilities in iLab

- a. Log into your iLab account: <https://cuny-asrc.ilab.agilent.com/landing/626#/> to request access to the available ASRC Core Facilities.
- b. Once logged in, you will be on the iLab homepage dashboard. Make sure to set your time zone!
- c. Click on the hamburger icon  in the upper left corner of the screen and select “Core Facilities”
- d. CUNY (internal) users: the dropdown menu next to “View” shows “Cores at my Institution” by default. Click in the searchable table next to that field and type the name of the Core Facility to which you want to request access.
- e. Non-CUNY (external) users: Click on the dropdown menu next to “View” and select “Cores at Other Institutions.” Click in the searchable table next to that field and type the name of the Core Facility to which you want to request access.
- f. You may request access to the following ASRC Core Facilities at this time:
 - Epigenetics Facility
 - Live Imaging Facility
 - Radio Frequency and Millimeter-Wave Facility
 - Mass Spectrometry Facility
 - Magnetic Resonance Imaging Facility
- g. Click on the Core Facility and follow the instructions to request access.
- h. If you encounter any issues during the account registration process, please contact Guy Fabre at GFabre@gc.cuny.edu.

If you need assistance navigating iLab, please click on [Help Site](#) to access all available resources.