

Registration for Users External to Cleveland Clinic

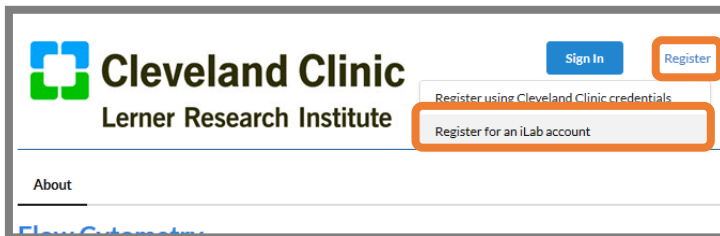
Start with a link

Using either the link provided you by the core whose site you are trying to access or this link: <https://ccf.ilab.agilent.com> visit the CCF iLab registration page.

Core Specific Link

Accessing the specific URL given to you by the core facility will bring you to the external landing page of the core.

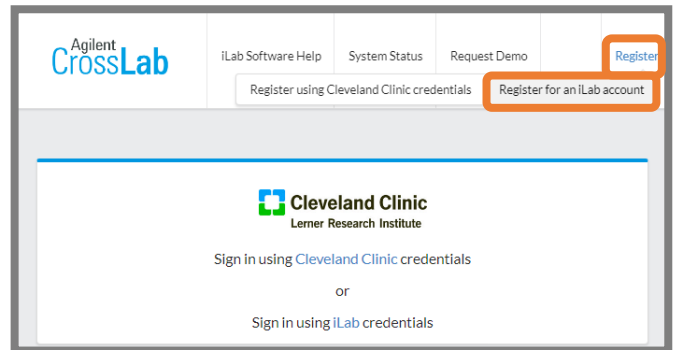
Click **Register** > **Register for an iLab Account**



Main Cleveland Clinic iLab Link

Accessing the main Cleveland Clinic iLab Link will bring you to Cleveland Clinic's instance of iLab.

Click **Register** > **Register for an iLab Account**



Step 1

Once you click 'Register', you should see the first step of the Registration interface, where you enter your e-mail address, verify the CAPTCHA requirement and agree to iLab's privacy and security policies.

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Step 2 - Personal Information

The second step of the process requires you to complete your personal information.

Start Personal Information Group Associations Billing Information

You are requesting access to the Lerner Research Institute's service centers.

* First Name

* Last Name

Phone Number

* I am affiliated with the following institution

Please type the name of your institution

Institution

Institution (create new)

Others

- [Institution Name](#)
- Augusta Partner [Institutions](#)
- Carnegie [Institution](#) for Science
- Dortest [Institution](#)
- Genologics Clarity LIMS [Institution](#)
- Haka Test Institution

Continue

*Institution Affiliation

Type the name of the institution for which you work. (your "Home" institution)

If your institution's name does not appear in the list below the field, select the "(create new)" option.

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Step 3—Group Association

The third step prompts you to indicate the Lab/Group you are associated with. You may enter the group name, PI name, or financial approver and the system will search for a group matching that information. If there is no existing Lab/Group (which will be the case if you used the “(create new)” option in step 2), you can use "Create New Group" to create a new Lab/Group.

The screenshot shows a navigation bar with four tabs: 'Start', 'Personal Information', 'Group Associations' (which is highlighted with an orange border), and 'Billing Information'. Below the navigation bar, the main content area contains the text: 'You are requesting access to the Institution's service centers.' Below this is a dropdown menu with the label '* What lab or research group are you associated with?' and the placeholder text 'Please type the name of your group'. A hint below the dropdown reads: 'Hint: You can also search using your PI or Manager Name'. At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Continue'.

If Creating a new Lab/Group

Provide information for your group's principal investigator. If there is no Principal Investigator, provide information for the person in your group/organization who should help manage iLab group memberships, assign funds, and approve spending.



The screenshot shows a message box at the top: 'You have chosen to create a new institution and thus no existing groups are available. If you think your group and your institution are already registered, please return to the Personal Information step and search for your institution.' Below this is a dropdown menu with the label '* What lab or research group are you associated with?' and the option 'Create New Group...'. A hint below the dropdown reads: 'Hint: You can also search using your PI or Manager Name'. Below the dropdown are four text input fields: '* PI's First Name', '* PI's Last Name', '* PI's Email Address', and 'PI's Phone Number'. Below these fields is a dropdown menu with the label '* Is there another person in your lab who helps manage lab memberships, fund assignments and spending approval?' and the option 'No'. At the bottom is a text input field with the label '* Your Group's Name'. At the bottom right of the form are three buttons: 'Cancel', 'Back', and 'Continue'.

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Step 4—Billing Information

The fourth step may not be required for your “Home” institution, in which case you would have been prompted to complete the process after the "Group Associations" step. However, if Billing Information is required, you will be prompted to complete the following information:

The screenshot shows a registration form with a progress bar at the top containing four steps: Start, Personal Information, Group Associations, and Billing Information. The Billing Information step is highlighted with an orange border. Below the progress bar, the text reads: "You are requesting access to the Help Site Documentation Institution's service centers." A red note states: "Billing information is required for core facilities to be able to charge when necessary." There is a checked checkbox for "Associate new billing address to my account". The form includes several input fields: "Billing Contact Name" with a dropdown for "Institution / Department"; "* Billing Address" with a dropdown for "Address line"; "* City"; "State / Province" with a dropdown for "Country"; and "* Zip / Postal Code". At the bottom, there is an unchecked checkbox for "Add shipping address if different from billing" and three buttons: "Cancel", "Back", and "Complete".

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Step 5— Complete your Registration

After providing all necessary information, you may click the “complete” button to complete your registration.



Instant access?

If your registration meets the following conditions, it will be completed momentarily, you will receive a confirmation e-mail and the PI and Lab/Group managers will be notified:

- Your “Home” institution already exists in iLab
- The registration e-mail address matches a known institutional domain
- The Lab/Group you are registering with already exists in iLab



24 Hours?

If the conditions listed to the left are not met, your registration will be manually reviewed by iLab, and account creation (or rejection) may take up to 24 hours.

Trouble?

If you have any difficulty with this process, or don't hear from iLab after 24 hours you can contact iLab via the following methods:

E-Mail: ilab-support@agilent.com

Phone: 1-800-690-2957