Agilent
CrossLab
iLab Operations Software

# 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.
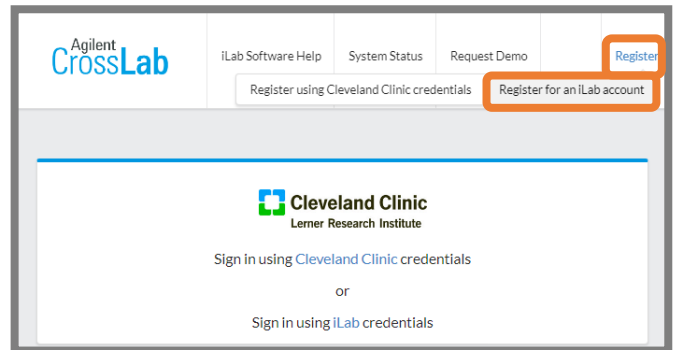
Click **Register** > **Register for an iLab Account**
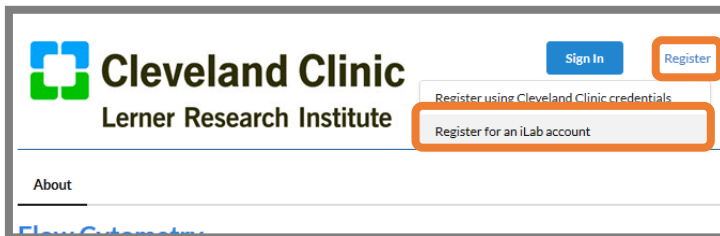
Main Cleveland Clinic iLab Link

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.

Registration for Users External to Cleveland Clinic

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

[   ]

*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.

➡ * 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

[ontinue]

Registration for Users External to Cleveland Clinic

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.

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.

Registration for Users External to Cleveland Clinic

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:

Registration for Users External to Cleveland Clinic

Step 5— Complete your Registration

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

	Cancel	Back	**Complete**

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