

For Primary Investigators:

PennKey/PennID & CAMS Access

* Request access to accounts and cores in CAMS: external accounts: www.med.upenn.edu/apps/cams/

Be sure to select:

- **people** who need to spend (one or more people, including self)
- on what **accounts** (one or more accounts)
- in what **cores** (one or more cores)

Click 'Request Access' button. Request is routed to the appropriate BA.

For help on CAMS Access, please see your business administrator.

iLab Registration & Access

1. Click here to log-in: https://med-upenn.corefacilities.org/service_center/show_external/4404
2. You will use your User id and password to log into iLab.
3. Once logged in, look for the link in the left hand menu that says 'my labs'. Hover-over and select your lab.
4. Set the auto-approval amount if you do not wish to approve service requests below a certain dollar amount. To do this, select the 'Members' panel and enter a dollar amount in the 'Auto Pre-Approval' amount and click 'save settings.'
5. To approve lab membership requests, select the 'Membership Requests & Funds' tab. New membership requests will show at the top of this page. Click "Approve" to accept a member into your lab. Click "Reject" if they are not a member of your lab.
6. To assign a Fund to a member of your lab, find the member in the above list where it says, 'Funds' Select the checkbox(es) to the right of their name for the Fund(s) you wish to assign them.

For UPENN, CHOP, Wistar Researchers:

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iLab Registration & Access

To register for an account:

To get started, you must register for an account:

1. Navigate to the core page:
https://medupenn.corefacilities.org/service_center/show_external/4404
2. In the upper-right-hand corner click 'LOGIN' A pop-up window should appear displaying, 'UPenn user, Click here to login or register using your institute login and password.' Click the **here** link.
3. **Login using your UPenn credentials.**
4. Upon successful authentication, you will be prompted to select your PI/lab from the pull-down list and provide your phone number.
5. Submit the completed registration form. Submission will notify your PI of your lab membership request.
6. You will be sent an email with basic instructions on using the system at this time. However, you will not be able to place orders with your new account until your PI has approved your lab membership request.

To create a service request:

Once you have been accepted into your PI's lab and assigned a Fund, you can submit requests.

1. Navigate to the core page:

https://med-upenn.corefacilities.org/service_center/show_external/4404

2. **In the upper-right-hand corner click 'LOGIN' A pop-up window should appear displaying, 'UPenn user, Click here to login or register using your institute login and password.' Click the here link.**
3. Enter your user id and password, and sign in.

4. Select the *Request Services* tab and click on the 'Request Service' button next to the service of interest.
5. You will be asked to complete a form and provide payment information for your request before submitting the request to the core.
6. Your request will be pending review by the core. The core will add charges and submit it back to you for approval. Make sure to watch for an email from iLab regarding your updated project.

For Other Researchers & Clients:

iLab Registration & Access

To register for an account:

1. Complete the registration form on the [sign-up page](#).

Receive a *Welcome Email* from iLab (typically within one business day) with login credentials.

To Create a Service Request:

Once you have been accepted into your PI's lab and assigned a Fund Number, you can submit requests.

1. Navigate to the core page:

https://med-upenn.corefacilities.org/service_center/show_external/4404

2. **In the upper-right-hand corner click 'LOGIN' A pop-up window should appear displaying, 'Not a UPenn user? Login using iLab credentials.' Click the here link.**
3. Enter your user id and password, and sign in.
4. Select the *Request Services* tab and click on the 'Request Service' button next to the service of interest.
5. You will be asked to complete a form and provide payment information for your request before submitting the request to the core.
6. Your request will be pending review by the core. The core will add charges and submit it back to you for approval. Make sure to watch for an email from iLab regarding your updated project.

Additional help

More detailed instructions are available on our [helpsite](#). For any questions not addressed, click on the "HELP" link in the upper right hand corner or contact ilab-support@agilent.com.