iLab Introduction
for
Lab PI and dept. BA
1. iLab is used by cores for service requests and equipment scheduling.

2. iLab maintains “research groups”, a.k.a. labs, as a way for PIs and BAs to manage lab membership.

3. Fund/Grant account access is maintained in CAMS.
Use this link to access iLab:

https://med-upenn.corefacilities.org/landing/264

Additional Links

Penn Medicine’s iLab website: https://www.med.upenn.edu/pmacs/iLab.html

iLab support email: ilab-support@agilent.com
To register as a new user, please click the “Sign-up” button and follow the directions.

Internal PENN users:
You must be linked to a valid 26-digit fund/grant account number to use a core facility. Please talk to your respective PI or BA for details prior to clicking the "login" icon at the top right to sign in with PENN credentials.

Welcome to iLab at
The Perelman School of Medicine
University of Pennsylvania
To sign into the iLab system, please use your UPenn credentials.

UPenn credentials are your Penn Key name and password.
In your iLab home page, press the ‘menu’ icon on the top left to navigate to your lab.

Click the “My Groups” link to open your lab’s page.
In your lab, there are options to maintain membership, spending limits, etc.

This user guide highlights key functions important to Penn users.

Complete instructions can be found in the iLab documentation “managing a group”:
https://help.ilab.agilent.com/36900-managing-your-group/265782-managing-a-group-overview
Membership Requests appear here. They can be accepted or rejected, the requestor will be notified by email.

**DON’T** maintain fund access in iLab.

This info is downloaded from CAMS nightly.
You can add Penn users as members to your lab with “link existing user”. Avoid using the “add new user” button.

And you can designate lab managers.

You can set spending limits.
Please keep “Primary Contact” unassigned, as this will enable automated emails to be sent to both the PI and the designated lab manager.

More details about each tab can be found in iLab documentation: [https://help.ilab.agilent.com/36900-managing-your-group/265782-managing-a-group-overview](https://help.ilab.agilent.com/36900-managing-your-group/265782-managing-a-group-overview)
The Budgets tab provides tools for the PI or group manager to receive alerts based on a member's core-level spending.
The Bulletin Board may be used to communicate with members of your lab. You can post comments on the bulletin board within your lab, or send messages to other groups.