Step 1 – Identifying user and account #

- Identify who will send out requests for your lab AKA “Researcher”

- The researcher’s main responsibilities are: create requests online and manages the entire workflow of the project from beginning to end.

- **Identify the account # for each requests, prior to initiating your requests.** The account # must be a fund 17 project no. usually a 6 digit no. The PI or financial manager in your lab has a list of these fund 17 project #.
Step 2 – Logging into iLab

- Paste this on your browser [https://csmc.corefacilities.org](https://csmc.corefacilities.org)
- ilab works best using Firefox Safari or Chrome. So if the link opens in internet explorer, copy [https://csmc.corefacilities.org](https://csmc.corefacilities.org) and paste it onto Firefox, Safari or Chrome.
- iLab is now integrated with the Cedars Exchange active directory, therefore all CSMC users with an **employee number** must use their exchange credentials to log in. Using the new URL above, select “Sign in using CSMC (with CSMC Credentials) credentials” and enter your Exchange credentials on the next screen.

- Create reservations or submit requests for service. Log in to iLab to track updates and/or progress with each core.
Note: After logging in, your designated approver is your PI (Private Investigator). He/She is going to receive an email to approve your account with iLab. iLab is also called "CrossLab".
The PI must log in as well. He/She must add you to their lab and assign a fund 17#, then you are ready to make requests online. See above, by clicking my labs, this will direct the PI to membership requests.
Step 3 – Important Notes No. 1

If any questions pertaining to a project in detail (not iLab online training related)

• Biospecimen, TMA Kent Yuan X31817 Xiaopu.Yuan@cshs.org
• Tissue Staining/Histology, Michael Doche X35146 Michael.Doche@cshs.org
• Imaging, Kolja Wawrowsky X31797 Kolja.Wawrowsky@cshs.org
• Instrumentation/Equipment, Michael Doche X35146 Michael.Doche@cshs.org
• Blood or Tissue Collection, Freezer Storage, Data Collection, Sandy Gutierrez X88091 Sandy.Guttierrez@cshs.org

iLab online help or how to use iLab

• iLab training, Michael Doche X35146 Michael.Doche@cshs.org
Step 4 – Important Notes No. 2

For Additional help online or need help in correcting errors when making requests, Cancel requests, or adding new account # for projects.

• Email Michael.Doche@cshs.org

For *general* information:
Email: ilab-support@agilent.com

Please put subject line, your institution name, and your name and the lab you are from
Ex. CSMC, user John Smith, Dr. Smith’s lab.
Step 5 – Making a Request online

• For quick access, bookmark the following URL: https://csmc.corefacilities.org

• Log in is the same as your log in to your cedars email

Screenshot –
This is the typical Welcome Page. Click on left hand side, my labs
Click on Cedars-Sinai Biobank Translational Research Core
Step 6– Request Services tab

Click on Request Services Tab
Is it a biospecimen? Tissue Collection? Or Imaging? Or TMA? There are 4 services on this page. Also make sure you have the right core the Translational Research Core.
Step 7 – Initiate Request
Step 8 – Find your name (user/requester)

Click here and type your first and last name. It should populate along with your CSMC email address.
Step 9 – Click Proceed
Step 10 – Fill out form completely

Fill out the form And anything important below that pertains to your requests, scroll below
Step 11 – continue to fill out form

Check this box if you don’t want the PI to approve it and you are sure the requests is good to go. Requests are delayed if you don’t check the box. *This option may or may not pertain to all researchers.*

If for some reason, you made a mistake and have not saved the form, this is the time to cancel the request and start all over again. **Do not leave ilabs online request open for too long or quick to answer an email while making a request, as it will save it automatically.**
Step 12 – Continue to fill out the form

Drop down and select the proper fund 17 account no for this project. If there is none, Email Michael Doche for help. See Step 1 and 4
Equipment Reservations Click on the schedule equipment tab

To expand on the equipment, click on this

Expand on the others to check out other equipment that we have...
If this is your first time using our equipment, please initiate training. Can’t view schedule of equipment w/o training.
The following will pop up. Click on this institution, put your first name and last name. Click Proceed.
For what equipment do you need training? Previous experience? Preferred date/time?

Also below, don’t forget the payment voucher drop down, choose the right project number then hit save completed form and submit request too. You must have project number or the request will not be accepted.

If the preferred time is available to our core, then Michael Doche sends you a confirmation of the appointment.
For returning users and trained personnel, please click on the view schedule to reserve time.
You can click on the day or time below to make a reservation.
The following will pop up. Click on this institution, put your first name and last name. Click proceed.
Please verify date and time. Verify if it’s the right equipment.

Did something wrong? Delete the reservation.

Make sure the project number is chosen. Click that arrow for the dropdown, and choose the right project #.

Save reservation!
Please log in to ilabs when maintaining your projects or after submitting requests. The home page has new emails with important messages and also status of your projects that require immediate attention.
We will do our best to update it when new information comes up. For online help and hands on training, please contact Michael Doche at X35146 or email Michael.Doche@cshs.org