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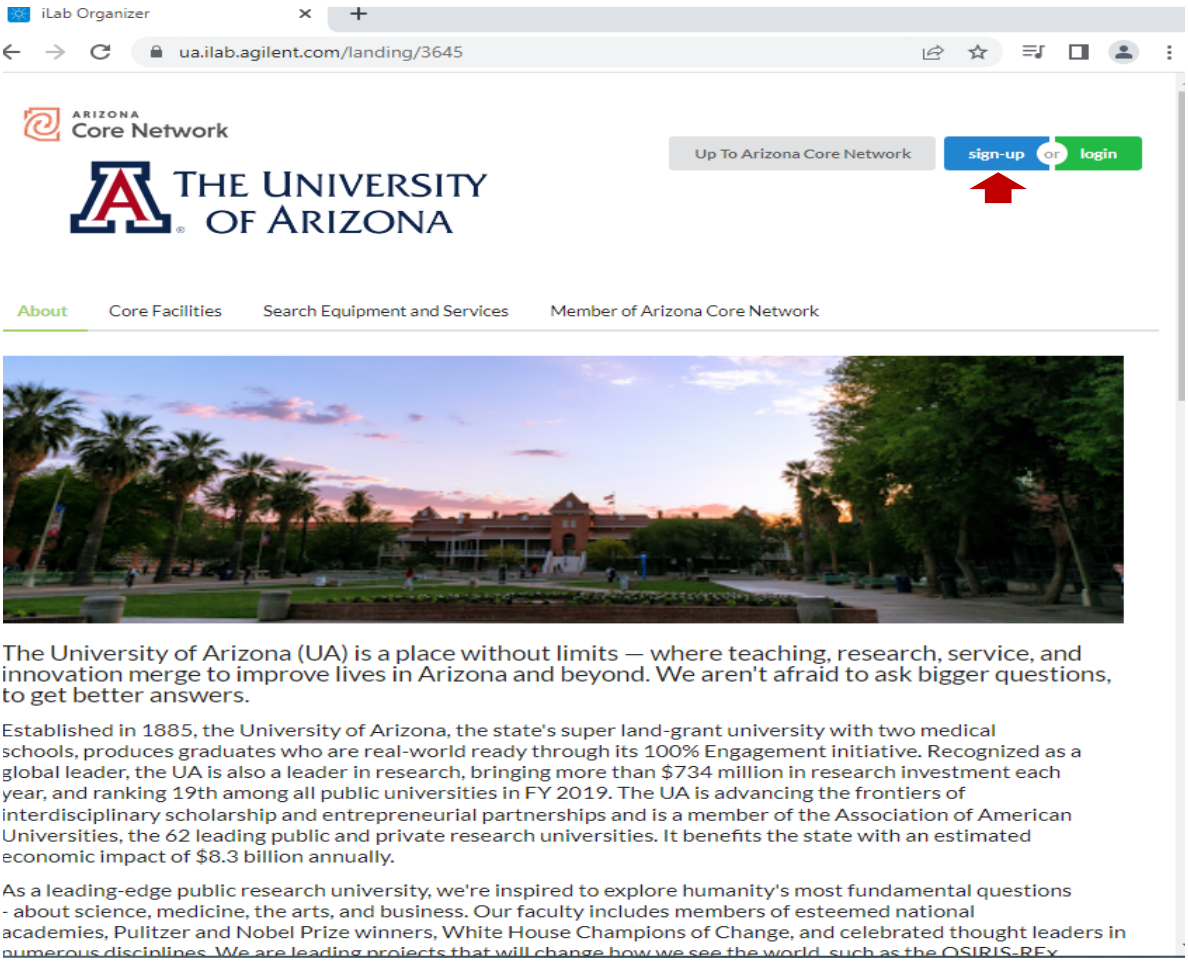
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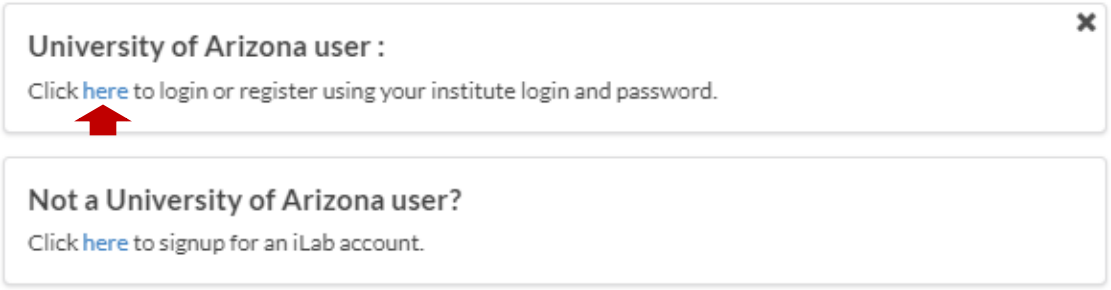
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Instructions to Register for an iLab Account with UA NetID

1. Navigate to the login page and click on the green “Login” button at the top right of the screen.

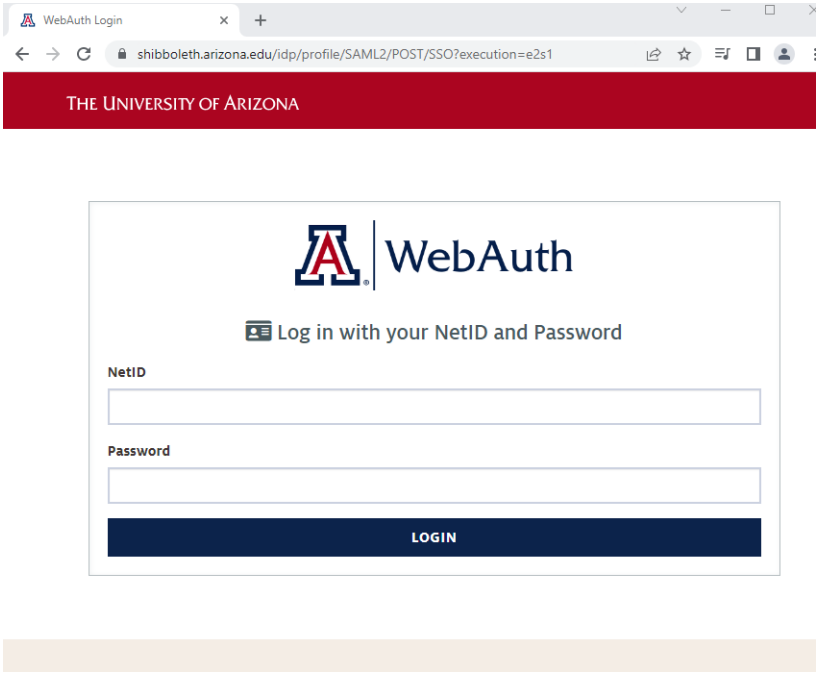


2. In the pop up click the “here” hyperlink.

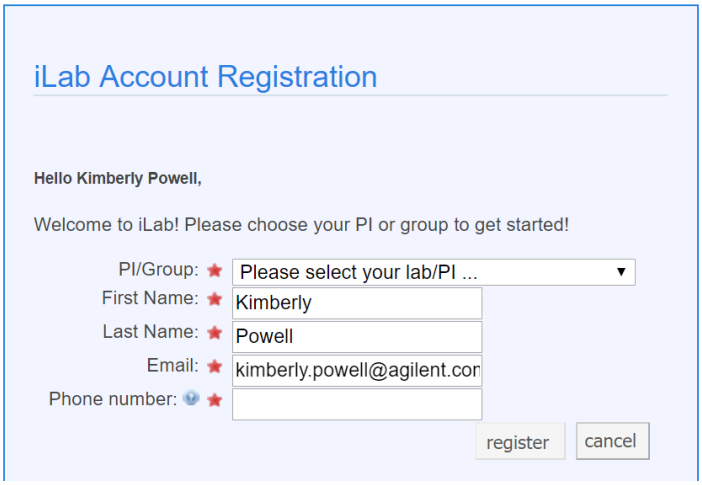


3. You will be directed to the WebAuth page where you will need to enter your NetID credentials and click the LOGIN button.

4. If you are set up for two-factor authentication you will need to provide authentication via the Duo-Mobile application.



5. If you do not already have an account you will be directed to an iLab Registration page where you will need to select your PI/Lab, and verify your contact information. You can be added to additional PI's labs later, as necessary.

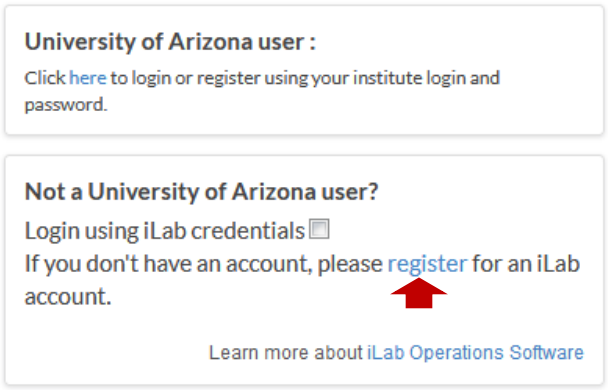


6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab within iLab. They will need to approve your membership and assign at least one financial account for you to be able to request services or schedule time on instrumentation. The first time you login to iLab after being accepted into your PI's lab you will need to set your time zone. Please set this as Arizona so that you are in sync with the equipment calendars. You can also set your preferred email address for messages from this system. Once you have set these as appropriate click the 'Set' button. The changes will be registered to your account the next time you log out and log back in.

Instructions for External Users to Register for an iLab Account.

1. Navigate to the login page and click on the green “Login” button at the top right of the screen.

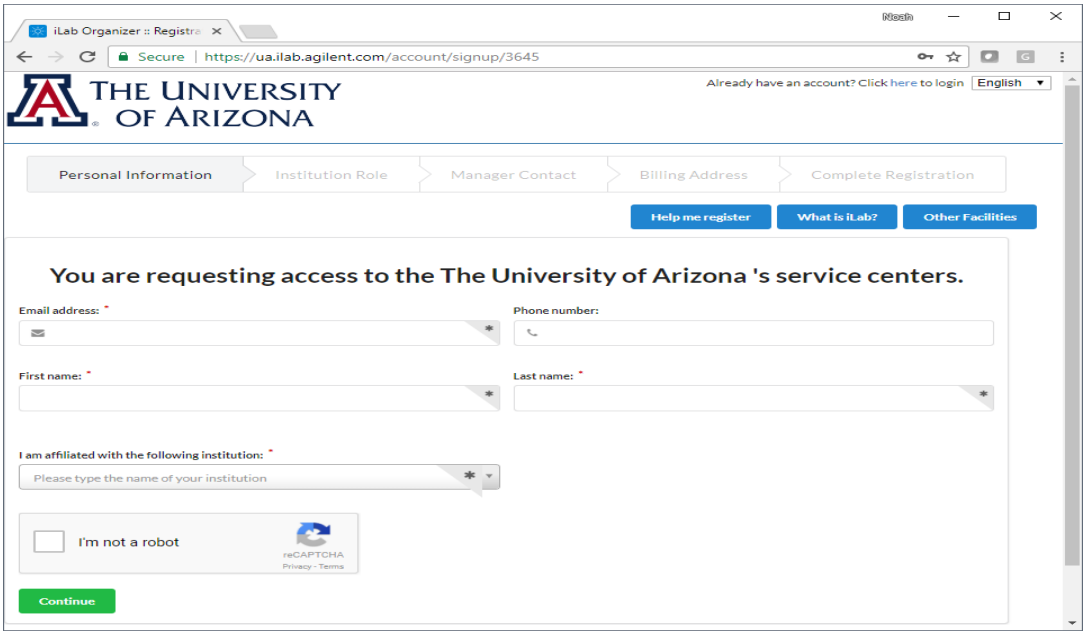
2. In the pop up click the “register” hyperlink.



3. Complete the registration form that you are directed to. Note that there are multiple tabs to complete.

You will be directed to the WebAuth page where you will need to enter your NetID credentials and click the ‘LOGIN’ button.

4. If you are setup for two-factor authentication you will need to provide authentication via the Duo-Mobile application.
You will bypass steps 3 and 4 if you are already logged into a U of A system via WebAuth.
On initial login, you will be asked to set your time zone. Please set this as Arizona so that you are in sync with the equipment calendars, and then click 'Set.' The change will be registered to your account the next time you log out and log back in.



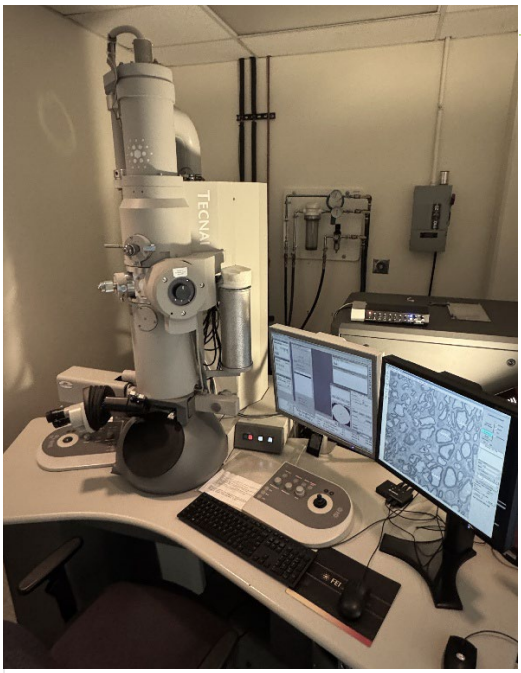
Creating an Equipment Reservation in the ICEL

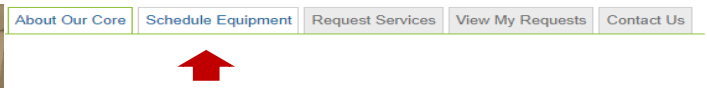
Once you have been accepted into a lab group and assigned a UAccess Financials account number, you can schedule equipment time.

1. Login to iLab.

2. Navigate to the Imaging Cores – Electron that houses the equipment you wish to schedule.

3. Select the *Schedule Equipment* tab and click on the 'View Schedule' button next to the instrument of interest. Click and drag on the time frame for your reservation.





Overview of Services

Electron Microscopy

The **Imaging Cores - Electron** facility provides comprehensive life sciences Transmission Electron Microscopy (TEM)-related research services, including consultation, sample preparation, imaging, data analysis and training to faculty, scientists and students at the University of Arizona campus, external research institutions and industrial community.

In the Core Facility, we receive fixed samples for TEM preparation, negative staining and immunoelectron microscopy techniques, ultramicrotomy (thick resin sections suitable for light microscopy and ultrathin sections for TEM), digital imaging and interpretation of results. We are also available to support you in planning for future experiments, writing grants, publications and collaborations.

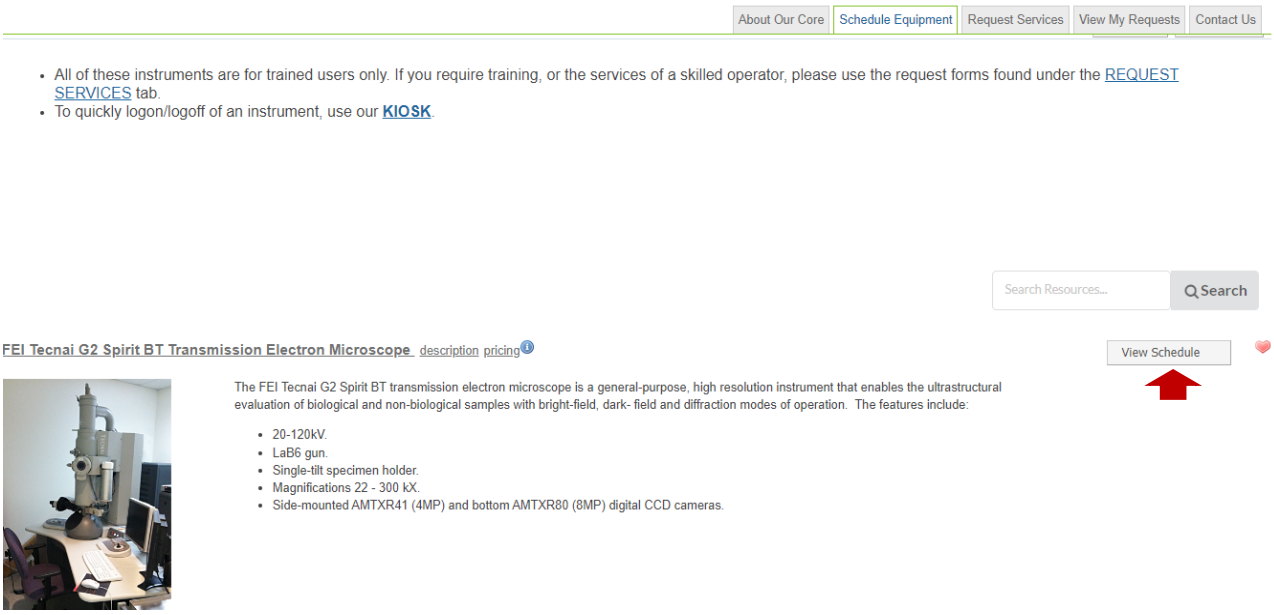
Individual training is available to the users interested in operating the FEI Tecnai G2 Spirit BT transmission electron microscope to obtain their own images and the ultramicrotomes to section their samples upon request.

Acknowledging the Imaging Cores - Electron:

In the core facility, we provide access to instrumentation, services and guidance to users' research.
Proper acknowledgement of the core and staff serves as a metric for assessing the performance of the facility and to ensure and impact financial support for operations and expansion from the UA administration. Please acknowledge the core and the staff in your publications accordingly, using the following verbiage:

***The transmission electron microscopy was performed at the University of Arizona, Research and Partnerships, Imaging Cores - Electron* Facility RRID:SCR_023279**

4. A window will pop up that will allow you to verify your reservation details and provide payment information before saving the reservation. Payment information is required to schedule equipment.



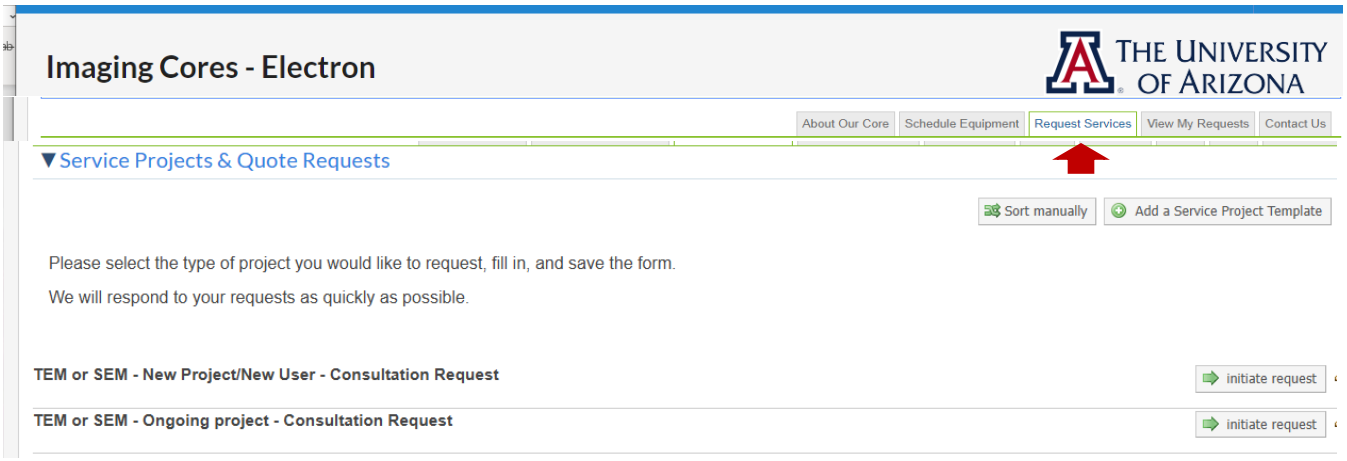
Creating a Service Request in the ICEL

Once you have been accepted into a lab group and assigned a UAccess Financials account number, you can create service requests.

1. Login to iLab.

2. Navigate to the core that provides the services you wish to request.

3. Select the **Request Services** tab and click on the 'Request Service' button next to the service of interest.



4. You will be asked to complete a form and provide a financial account number before submitting the request to the core. Payment information is required to request services.

5. Your request will be pending review by the core. The core will review your request and either Agree to the work or they will ask for more information if needed.

Adding or Updating Funding Accounts in iLab

1.From your iLab account page, go to “Manage Groups”, “My Groups”, and click on your lab.

2. Click on the “Membership Requests & Projects” tab.

3. Click on “Manually add a new Project” to add a new funding string.

4. Enter all applicable fields (instructions with examples are given) and click “Add.”

Payment Methods

1.Please follow the instructions provided in the link https://help.ilab.agilent.com/37179-using-a-core/296846-payment-sources

Adding and Deleting a Member of a Group

- Adding an External Member

1. Log in to iLab, go to "My Groups," and select your lab.
2. Go to Members: Click the "Members" tab.
3. Click on "Link Existing User", search for the external user by name, assign their role (e.g., Member, Guest, External), and set permissions/dates, then invite them.
4. If the external user is not registered, please refer the user to the instructions on page 3.
5. Add New User: If the user isn't found, use the "Add New User" button to create a new profile for them.

- Deleting an External Member

1. Navigate to Your iLab: Log in and go to the "Members" tab of your lab.
2. Find the Member: Locate the external user in the member list.
3. Remove: Click the trash can icon next to their name to remove it.