UCSF: Registration Guide

Registration Process for Internal Users

1. Navigate to the following URL: https://ucsf.ilab.agilent.com/account/login
2. Bookmark this URL for future use.
3. Once on the iLab login page, select ‘Sign in using University of California San Francisco credentials.’
4. At this point you will now be prompted to provide your UCSF username and password.
a) If you have already registered for an account, you will be brought directly into iLab. If this is your first time logging in, once you authenticate you will be directed to a registration page.
   i. First select the appropriate **PI/Group** from the drop-down menu.
   
   ![Image of registration form]

   ii. Your first name, last name, and email address will be pre-filled and cannot be edited during registration. Complete any remaining fields that have not been pre-filled, such as phone number.
   iii. Click ‘Register.’ The next page you see will be the “Greeting Page” informing you that your account is pending approval.
   iv. The PI you selected has been sent an email informing them that they need to approve your account.
v. The PI is reminded each business day but you have the opportunity to send an additional reminder.

vi. You will also receive a Welcome email with brief getting started instructions.

vii. Once your account has been approved you will receive an email to notify you.

7. Now you can login following steps 1-4 to utilize the core facilities at UCSF within iLab

8. Once logged in you will be directed to the iLab homepage dashboard. Make sure to set your time zone!