

Instructions for UT Southwestern Users

Register for an iLab Account

Navigate to the core facilities page: UTSW Tissue Management Shared Resource (https://utsw.corefacilities.org/service_center/show_external/4313)

1. Click the green “login” button in the upper right corner.
2. Under Internal UTSW user "Click here to login or register using your institution login and password".
3. You will be directed to an authentication page where you will need to enter your UT Southwestern credentials.
4. Once you have entered your credentials, click the ‘Login’ button
5. The first time you will be directed to an iLab registration page where you will need to select your PI/Lab, and verify your contact information
6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab in iLab. The PI will need to approve your membership and assign a sub ledger for your use.

If you have used iLab for any other UTSW core, you do not need to register again.

Create a Service Request

Once you have been accepted into your PI’s lab and assigned a sub ledger you can create service requests.

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2. Under Internal UTSW user "Click here to login or register using your institution login and password".
3. Enter your UTSW credentials 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 must complete a form before submitting the request to the Core.
6. 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.