The RNA In Situ Hybridization Core is using iLab, an online system to streamline the process of scheduling, ordering and tracking for core service requests. We invite all facility users to use the system, which requires a one-time registration as discussed below. Once you are registered, the system will enable you to schedule instrument use, submit service requests, provide quote approvals, and monitor progress. **Registration is now open for the system. Please follow the instructions below to complete the one-time registration process and get started working with the core!**

NOTE: If you already have an account with iLab, ***you do not need to register again****. Simply login and click on 'core facilities' link in the left menu to find the new core listed.*

BCM Users: Register with iLab
1. **Click here to login and register:** https://bcm.corefacilities.org/account/login (click ***BCM user*** link once on page).
2. Login using your **BCM username and password** on the BCM single sign on page.
3. Upon successful authentication, you will redirect into the iLab system. **Select your lab from the pull-down list, provide your phone number on the registration form**.
4. Submit the completed registration form. Submission will notify your PI of your lab membership request.
5. You will be sent an email with basic instructions on using the system at this time. However, you will not be able to place orders with your iLab account until your PI has approved your lab membership request and designated a cost center for you to charge core services to.

Non-BCM Users: Sign up for iLab Account
1. Complete the **iLab Account Sign-up Form**
2. You will receive an email with account information and basic instructions to get started using the system once your account has been approved.

You can also access the BCM RNA In Situ Hybridization Core's iLab site directly, which has login and registration links for all users in the upper right corner.

To Create a Service Request:
After registering, you can use your *BCM* or *iLab* credentials to place orders with the core.
1. Navigate to the **BCM RNA In Situ Hybridization Core's iLab site**
2. In the upper right corner of the page, click login option to sign in (*BCM user* or *non-BCM*).
3. Click the ***Request Services*** tab and click on the *Request Service* button next to the service or project of interest. Work through the request – ***if you have any problems with filling out the form (estimated number of slides, section co-ordinates, suitable***

number of controls, etc.), just note down the basics of your project, let Cecilia know and she will help you out with the specifics.

4. You will be asked to complete a form and provide payment information for your request before submitting the request to the core.
5. Your request will be pending review by the core. **The core will submit a quote back to you for approval.** Make sure to watch for an email from iLab regarding your updated project.
6. Refer to the **Service Request Help Manual** for additional guidance.

Technical Support:

If you have any questions or comments, please use the '*leave iLab feedback*' link in the upper right corner once you are logged in. Alternatively, you can email the iLab Support Team at support@ilabsolutions.com for assistance.