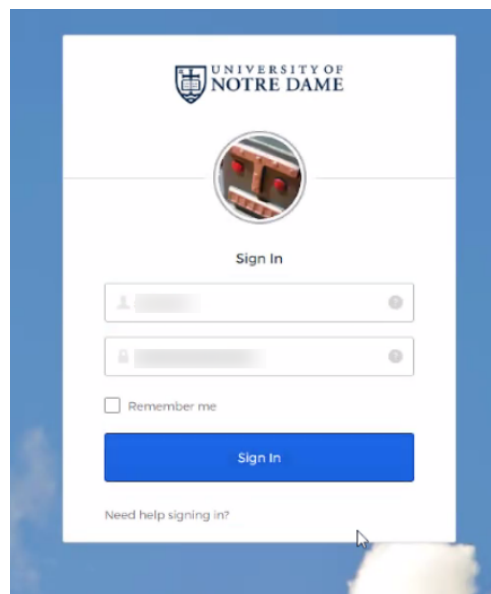# iLab Registration Process for Internal Users

1. Navigate to insideND
2. Search for and click on the "iLab Core Facility Management" task to get to the iLab login page.

3. Once on the iLab login page, select 'Sign in using University of Notre Dame credentials.'

4.   You will be prompted to provide your Notre Dame Username and password.

        a) 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.

Register for iLab

Fill out all fields to create a new account. Please note that information entered here is for the iLab service.

* PI/Group   Please select your lab/PI ... ▼

* First Name   Staff

* Last Name   Test11

* Email Address

* Phone Number Phone Number

Cancel   **Register**

              ii. Your first name, last name, and email address will be pre-filled.

            iii. Complete any remaining required fields.

            iv. Click 'Register.' The next page you see will be the 'Greeting Page'

             v. The PI you selected has been sent an email informing them that they need to approve your account. If the PI has a

designated lab manager, they can approve your account as well.

Hello **██████ ██████**,

Your account activation is currently pending the approval of your membership to the following lab:

- **████████** (ND) Lab

We have notified the institutional administrators of your request, and they will be reminded each business day if they have not approved your account. You can send an immediate reminder by clicking the 'Send Reminder' button below.

Send Reminder to the Designated Approver

If your request is urgent, please click on the button below and we will do our best to follow up with the appropriate individuals to verify your account.

Request Assistance

Back to Login Page

vi. The PI is reminded each business day, but you can send an additional reminder.

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

viii. Once your account has been approved you will receive an email notifying you.

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

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