PI / Financial Manager iLab Quick Start Guide

Logging in:

1. Go to https://asu.corefacilities.org/account/login
2. Log in with your ASURite ID credentials
   o [If you are taken to a registration page, please contact support@ilabsolution.com]
3. Look for the link in the left hand menu that says 'my labs'. Hover-over and select your lab to go to your lab management page.

Responsibilities in iLab:
To enable your researchers to order services and make equipment reservations, you or your designee must:

- Accept users into your lab (see item 1 below)
- Add accounts to your lab for which you are not account manager (see item 2 below)
- Assign accounts to lab members (see item 3 below)
- Approve certain core service requests (see item 4 below to set the threshold)
- Manage lab members and their permissions (see item 5 and 6 below)

If you would prefer to delegate these to specific member(s) of your lab, please email support@ilabsolutions.com with their name and email.
Additional help
More detailed instructions are available in the Pl / Financial Admin Manual. For any questions not addressed in the manual, click on the “leave iLab feedback” link in the upper right hand corner or contact support@ilabsolutions.com.