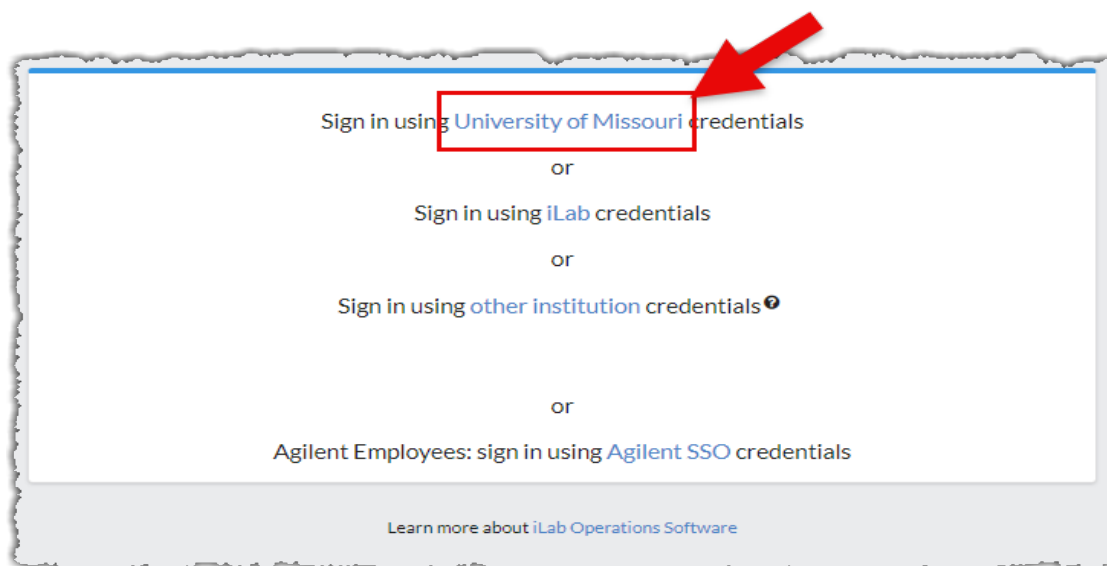


## iLab Registration Guide

Follow the steps below to register and request access to the iLab system using your MU credentials:

### Step 1: Log In to iLab

- Open your web browser and go to: <https://mu.ilab.agilent.com>.
- In the top login field, select “Sign in using University of Missouri credentials.”
- You will be prompted to sign in with your @umsystem.edu email and complete 2-Factor Authentication (2FA).
- **Important:** Be sure to use your @umsystem.edu email address for all login and registration steps.



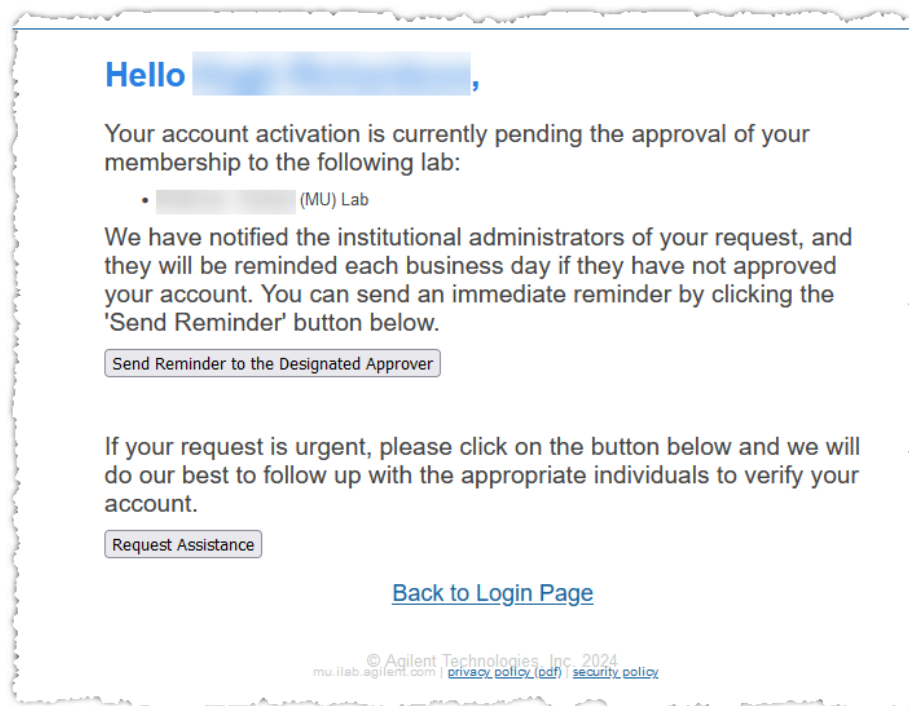
### Step 2: Register Your Account

- Once authenticated, you will be prompted to select a PI/Group.
  - If you see your lab group, select it and proceed.
  - If you do not see your lab, select Request\_Access\_NoGroup (MU). You may change the First Name field — this is how others will find you in the iLab system.
- If you are a Principal Investigator (PI) and your lab group is not listed, please email the MU iLab UsrMgmt team with:
  - A brief description of your lab, project, or group
  - Physical location

- Managing department

Click **Register** to submit your request.

- A confirmation screen will inform you that your request has been sent for approval.



### **Step 3: Approval Process**

If you selected an existing lab group, your PI or designated Lab Manager will receive an email notification and can approve or decline your request.

- If you selected Request\_Access\_NoGroup (MU):
  - MU iLab Account Admins will receive your request.
  - They will work to either assign you to the correct lab group or create a new one as appropriate.

### **Step 4: Post-Approval Access**

Once your registration is approved:

- You can log in fully to <https://mu.ilab.agilent.com>.
- You will be able to:

- Request services through the iLab portal
- View lab groups and service requests

Users assigned as PI or Manager will also receive group notifications and have management privileges, such as:

- Approving lab members
- Assigning MoCodes (payment methods)

### **PIs and Managers: Next Steps**

Instructions for administrative actions like approving lab member registrations, designating a manager, or approving payment methods can be found in the ***Administrative Action Instruction Guide***. In order for any user to begin requesting services, or to change the method of payment, the PI or designated manager will need to request MoCodes and assign them to individual lab members.

If you have any questions or concerns, please contact MU iLab UstrMgmt team. Please note that we cannot pre-create accounts at this time; each user must register.