

How to request an iLab account with the RI-MUHC?

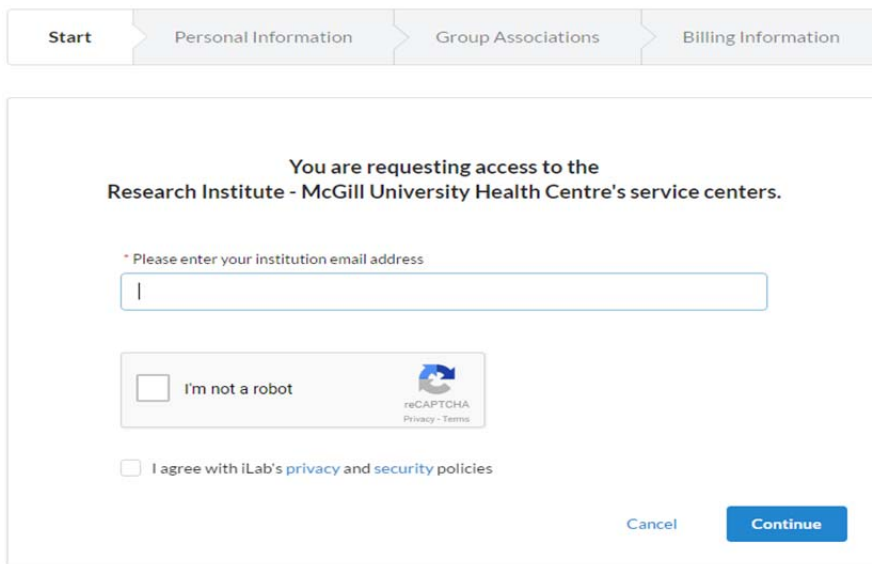
A request to create an iLab account is done on-line to this address:

<https://rimuhc.corefacilities.org/account/signup/179>

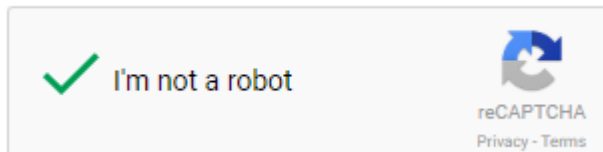
1. START

Complete the required information.

- a) The Email address indicated will become the Username to log in to iLab once the account has been created.



- b) Check the box “I’m not a robot”



- c) You have to check the box if you agree with iLab’s privacy and security policies

I agree with iLab's privacy and security policies

- d) Click on *Continue*

2. Personal Information

a) Type First Name and Last Name, Phone Number is not mandatory

| | | | |
|-------|----------------------|--------------------|---------------------|
| Start | Personal Information | Group Associations | Billing Information |
|-------|----------------------|--------------------|---------------------|

You are requesting access to the
Research Institute - McGill University Health Centre's service centers.

* First Name

* Last Name

Phone Number

- b) Perform a search to find your Institution Name by typing first 4 letters and select from the list. Identify the institution from which the funds are available to cover the fees for the services.

* I am affiliated with the following institution

Please type the name of your institution

mcgi (create new)

Research Institute - McGill University Health Centre

Others

McGill University

McGill University

- c. Select your role from the scroll down list

* What is your primary role at the above?

Please select a role

Principal Investigator

Student

Graduate Student

Research Associate

Post-Doctoral Fellow

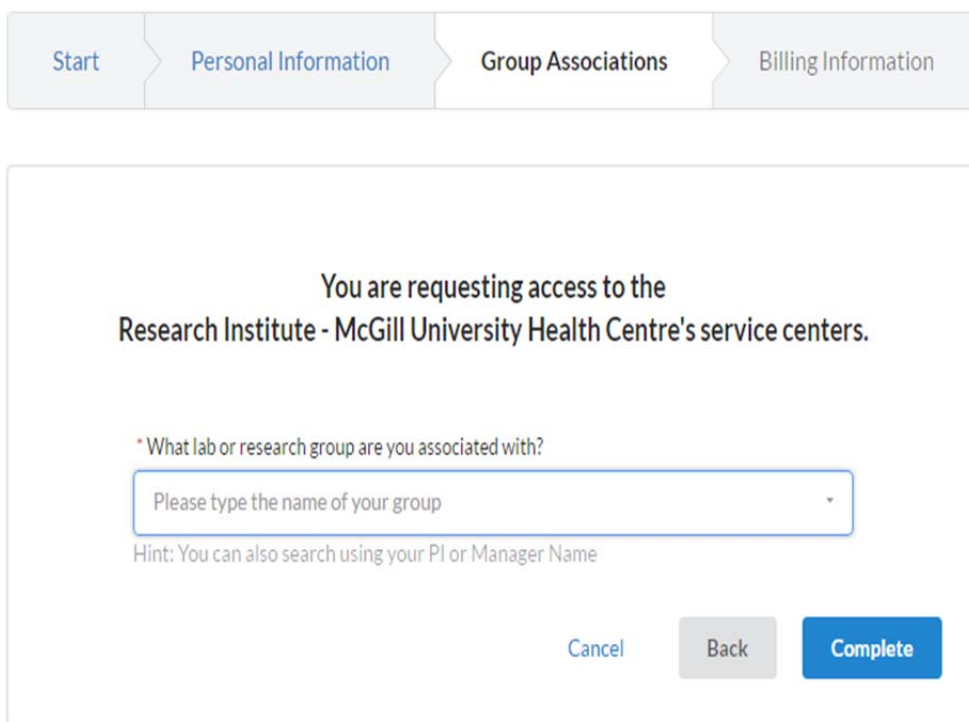
Medical Resident/Fellow

Technician

Administrator

3. Group associations

- a) Select the group with which you are associated. You may enter the group name, PI name, or financial approver and the system will search for a group meeting that information. Select and click on Complete. Your request will be submitted.



The screenshot shows a multi-step process with four tabs: Start, Personal Information, Group Associations, and Billing Information. The 'Group Associations' tab is active. Below the tabs, the text reads: 'You are requesting access to the Research Institute - McGill University Health Centre's service centers.' A required field is labeled '* What lab or research group are you associated with?' and contains a text input box with the placeholder 'Please type the name of your group'. A hint below the input box states: 'Hint: You can also search using your PI or Manager Name'. At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Complete'.

Start Personal Information **Group Associations** Billing Information

You are requesting access to the
Research Institute - McGill University Health Centre's service centers.

* What lab or research group are you associated with?

Please type the name of your group

Hint: You can also search using your PI or Manager Name

Cancel Back **Complete**

- b) If the name is not in the list, type the complete PI name and email address. By completing this information, it will create a new group for your PI with the Institution you have identified previously.

**You are requesting access to the
Research Institute - McGill University Health Centre's service centers.**

* What lab or research group are you associated with?

Create New Group...

Hint: You can also search using your PI or Manager Name

* PI's First Name

PI's Last Name

* PI's Email Address

PI's Phone Number

* Is there another person in your lab who helps manage lab memberships, fund assignments and spending approval?

No

* Your Group's Name

[Cancel](#) [Back](#) [Complete](#)

Your Group's Name: PI last name, PI first name (Institution) lab

Examples:

Smith, John (RI-MUHC) lab

or

Smith, John (McGill) lab

or

Smith, John (Lady Davis) lab

- c) If you are creating a new group, you will have to provide the billing information for your group.

**You are requesting access to the
Research Institute - McGill University Health Centre's service centers.**

Billing information is required for core facilities to be able to charge when necessary.

Associate new billing address to my account

Billing Contact Name + Institution / Department

* Billing Address + Address line

* City

State / Province + Country

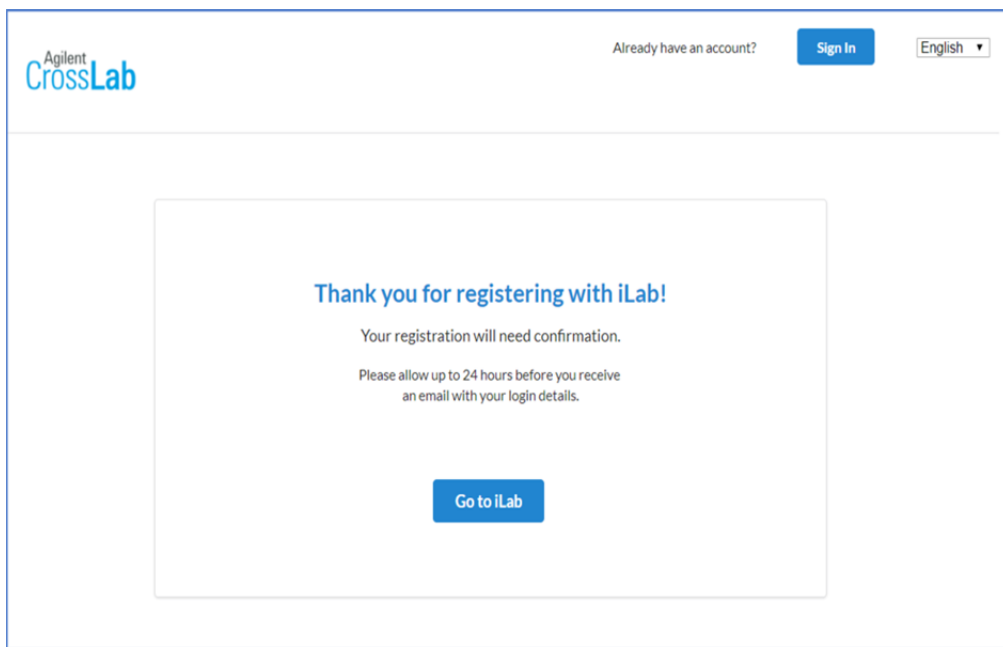
* Zip / Postal Code

Add shipping address if different from billing

[Cancel](#) [Back](#) [Complete](#)

By clicking on Complete, your request will be submitted.

- d) Once the registration is complete, a confirmation page will display letting you know that you will receive an email with account information within 24 hours. All registration tabs will be removed and the *Go to iLab* button will display institution and core external information based on the account signup request.



Cancel

You may cancel from the registration process if you choose *Cancel Registration* will take the user to the institution or core external page. *Go back* will return the user to the registration process with no data loss.

