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

d) Click on Continue
2. Personal Information

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

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.

![Institution Search](image)

c. Select your role from the scroll down list

![Role Selection](image)
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.
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.

**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.

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.