University of California, Merced: Registration Guide

Registration Process for Internal Users

1. Navigate to the following URL into your browser: https://ucmercedcores.ilab.agilent.com/account/login
2. Bookmark this URL for future use.
3. Once on the iLab login page, select ‘Sign in using University of California, Merced credentials.’
4. At this point you will now be prompted to provide your UC Merced 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 **Pl/Group** from the first drop down.
   
   ![Register for iLab](image)

   ii. Your first name, last name, and email address will be pre-filled. Complete any remaining fields that have not been pre-filled, such as phone number.

   iii. Click ‘**Register**.’ The next page you see will be the “Greeting Page”

   iv. The PI you selected has been sent an email informing them that they need to approve your account.
v. The PI is reminded each business day but you have the opportunity to send an additional reminder.

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

vii. Once your account has been approved you will receive an email to notify 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!