

Welcome to our new Flow Cytometry Core Facility Scheduler hosted by iLab

Reservations will be allowed beginning November 1st, 2015

Logging in and verifying your profile

NOTE: MUST USE FIREFOX, CHROME OR SAFARI BROWERS

I. Access iLab through the following link:

umiami.corefacilities.org

II. Logging in to iLab.

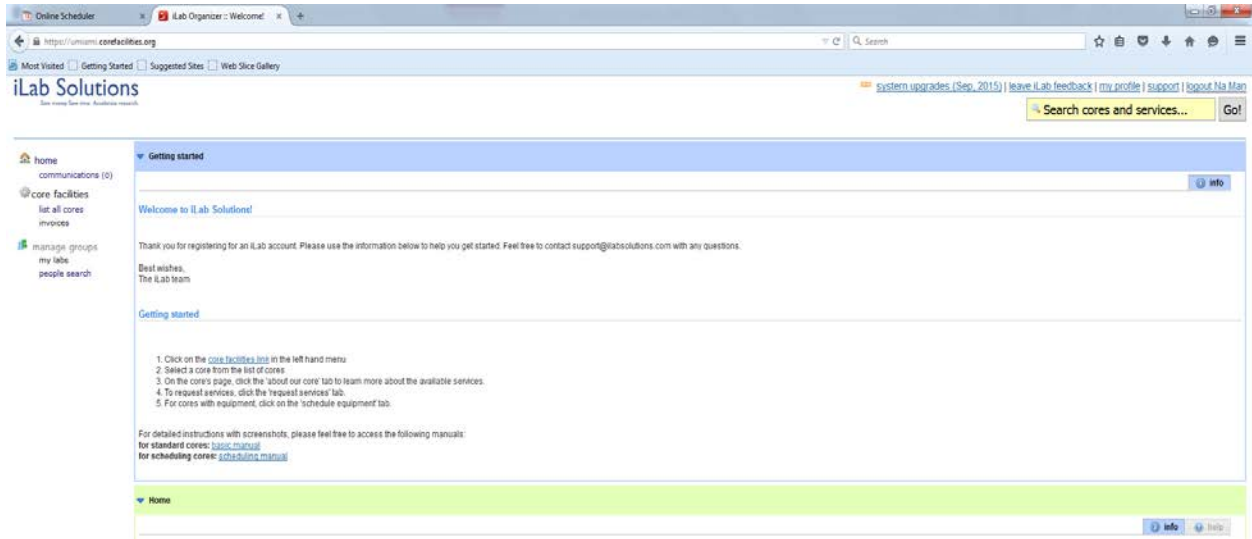
- A. If you are a University of Miami user, then login using your Cane ID credentials. If you are unable to log in proceed to register for an iLab account.
- B. If you are **not** a University of Miami user, please register for an iLab account.

The image illustrates the login and registration process for the University of Miami iLab. It consists of three main parts:

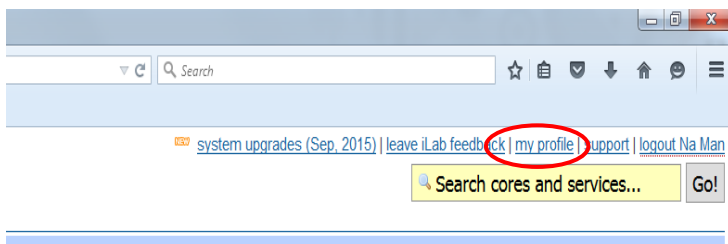
- Top Left:** A screenshot of the University of Miami iLab login page. It features the University of Miami logo and a navigation menu. The main content area has two sections: "Internal University of Miami user" and "Not a University of Miami user?". The "Internal University of Miami user" section includes a link "Click here to login or register using your institute login and password." which is circled in red. The "Not a University of Miami user?" section includes a link "If you don't have an account, please register for an iLab account." which is also circled in red. A red arrow points from the first circle to the right, and another red arrow points from the second circle down to the registration form below.
- Top Right:** A screenshot of the "UM Single Sign-On" page. It displays a "CaneID" field with the placeholder "Enter Your CaneID" and a "Forgot your CaneID?" link. Below that is a "Password" field with the placeholder "Enter Your Password" and a "Forgot your Password?" link. To the right of these fields are links for "Your CaneID Account", "Change Your Password", "Change Your Security Question", "Help Topics", and "Help with CaneID". A "Sign in" button is located below the password field.
- Bottom:** A screenshot of a browser window showing the registration form. The browser's address bar shows "https://umiami.corefacilities.org/account/signup/412". The form is titled "You are requesting access to the University of Miami's service centers." and includes fields for "Email address:", "Phone number:", "First name:", and "Last name:". Below these fields is a dropdown menu for "I am affiliated with the following institution:". At the bottom of the form is a CAPTCHA field with the text "Verify you're not a bot. Type the text:" and a "Continue" button.

- A. Notify us immediately if you encounter any problems at this step.

III. Once you have successfully logged into iLab your home screen should look like this:

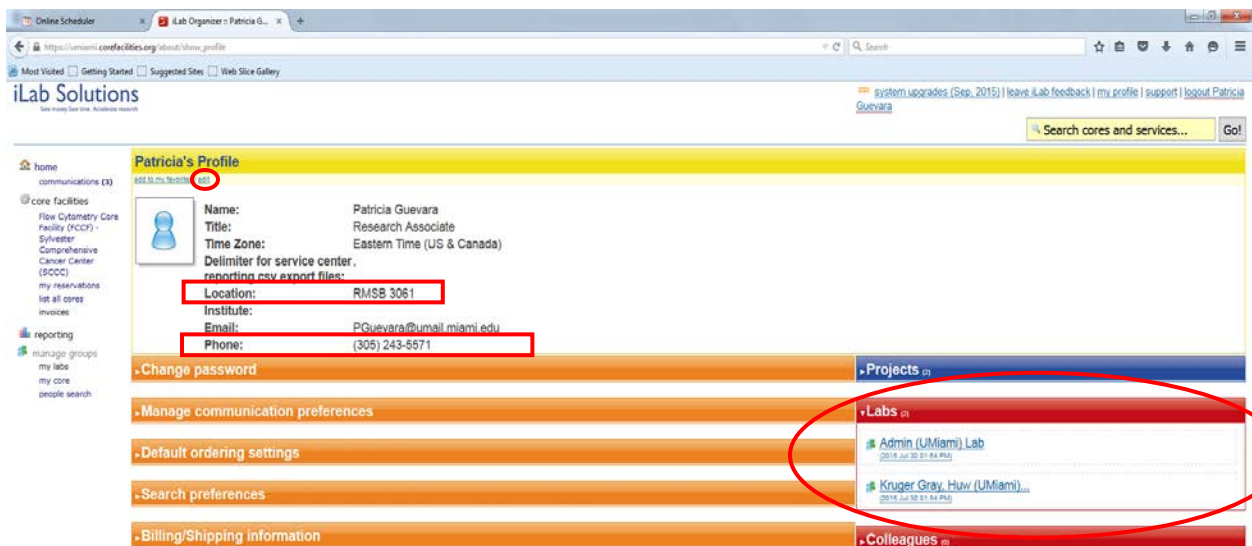


IV. Proceed to verify your profile settings in the “my profile” link, located at the top right corner of the page.



A. Please verify/confirm/edit:

1. PI's name (lab you belong to)
2. Your location (building and room number where your lab is located)
3. Phone number (lab phone number and any other numbers where you wish to be reached).



Online Scheduler | iLab Organizer - Patricia G...

https://umiami.coresfacilities.org/about/show_profile

Most Visited | Getting Started | Suggested Sites | Web Slice Gallery

iLab Solutions

home | communications (3)

core facilities

- Flow Cytometry Core Facility (FCCF)
- Sylvester Comprehensive Cancer Center (SCCC)
- my reservations
- list all cores
- invoices

reporting

- manage groups
- my labs
- my core
- people search

Patricia's Profile

1612.21.01.20100911402

Edit

Personal info

Please enter your name. Use the summary and interests space to add additional details. Website is optional.

First name: Patricia

Last name: Guevara

Title: Research Associate

Location: RMSB 3061

Time zone: (GMT-05:00) Eastern Time (US & Canada)

Delimiter for service center reporting csv export files: Use tab instead?

Institute:

Email: PGuevara@umail.miami.edu

Phone number: (305) 243-5571

Language: English

Summary:

Website:

Update Person Profile

Cancel edit

Change password

Manage communication preferences

Default ordering settings

Search preferences

Billing/Shipping information

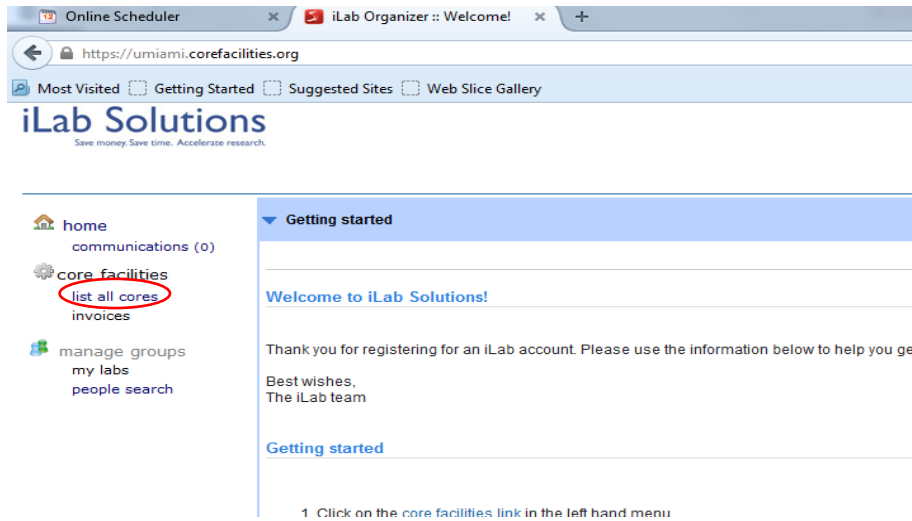
B. Notify us immediately if:

1. The wrong PI has been linked to your profile.
2. If you work with multiple PIs and they are not all linked to your profile. Billing is done for individual PIs, therefore, if you work with multiple PIs and your flow usage may be paid by different PIs depending on your projects then all PIs must be linked to you so that you may select the appropriate PI who will be paying for usage when creating a reservation.
3. If you encounter any problems that cannot be edited by you on your profile page.

C. Your responsibilities:

1. Access to our new reservation system requires approval by your PI(s). Make sure that your PI has made all the necessary approvals so you are able to make reservations in iLab. Reservations cannot be made by the facility staff on your behalf until your PI has approved your usage of the facility and assigned an account number to you.
2. You must notify us immediately if you change labs or need a PI added to or removed from your profile. Failure to do so will lead to incorrect billing and/or blocked access to the facility until the proper corrections have been made.

V. Once you have managed your profile you can access the new scheduler by clicking on the “list all cores” link found on the left hand side of your home screen page.



- A. This will list all the cores that you have access to.
- B. Proceed to the Flow Cytometry Core Facility (FCCF) link in order to make a reservation.

