

# iLab

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## Registering as a new iLab User

New BNC users need to setup a valid iLab account, and submit a Lab Access and Store Room purchase request

### Setup an iLab Account

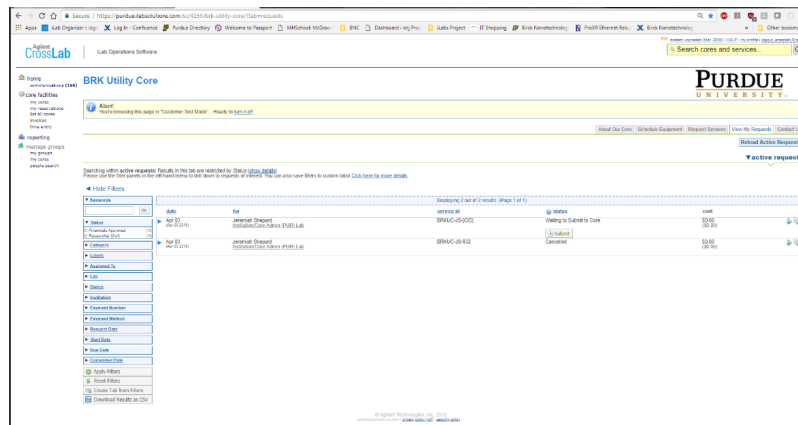
Follow the written instructions, or video instructions below, to setup an iLab account

- **Internal Users (Purdue undergraduates, graduate students, post-docs, summer researchers, faculty, etc.)**
  - [Create an iLab Account - Internal.pdf](#)
  - iLab Registration Video:
- **External Users (researchers from other academic institutions, government labs, or the private sector)**
  - [Register for an iLab Account - External](#)
    - Note: You may receive Purdue credentials as part of getting started at Birck, but you should use your external institution email to register for your iLab account.
- **Dual Affiliated Users:**
  - Users who are Purdue researchers and also performing work directly for an external institution (i.e. not as part of a Purdue sponsored program or graduate studies, where bills for your research will go directly to another institution) should make two iLab accounts: one internal for Purdue sponsored research, and another account affiliated with the external institution. Email [ilabhelp@purdue.edu](mailto:ilabhelp@purdue.edu) with any questions.

### Submit a Lab Access and Store Room purchase request

Navigate to [BRK Utility Core Request Services Tab](#) and follow the instructions in the video below to submit a Store Room and Lab Room Access Request:

After completing your submission, clicking on the "View My Requests" tab should look similar to the image below.



## General Information Related to Business Processes at Birck

[Purdue Managerial Accounting Services - Costing](#)

[Purdue Managerial Accounting Services iLab Page](#)

[iLab Core Abbreviations and Business Office Contacts.pdf](#)

# Quick Reference Guides for Researcher/iLab User

[Create a New iLab User Workflow - Internal.pdf](#)

[iLab User Profile Settings.pdf](#)

[Submit a Request for Service.pdf](#)

[Submit an Equipment Reservation.pdf](#)

[iLab End User Training Video](#)

[Level 1 Lab Access Identification.pdf](#)

[Level 2 Lab Access Identification.pdf](#)

[Marks Master CR layout.DWG](#)

[Other Research Cores at Purdue](#)

## iLab Customer Support Contact Information

First point of contact for any iLab issues at Purdue: [ilabhelp@purdue.edu](mailto:ilabhelp@purdue.edu)

Via Agilent:

Primary: **800-690-2957**

Backup: **617-297-2805**

E-Mail: [ilab-support@agilent.com](mailto:ilab-support@agilent.com)

**On-line Chat:** Click "Chat Now" button in the lower right.

[Help Ticket Submit/Review Instructions](#)