

# TAMU and AggieFab Core: Training Guide

## Overview

Howdy and welcome to iLab Solutions, the new system AggieFab is excited to launch for scheduling, billing, making requests, and more. This guide includes materials and instructions to help guide you through the registration and scheduling start up.

## Launch Contact

To launch iLab, please email Hanna Prichard ([hprichard@tamu.edu](mailto:hprichard@tamu.edu)) or Sandra Malhotra ([sandra.malhotra@tamu.edu](mailto:sandra.malhotra@tamu.edu)) with any questions, issues, or concerns.

## Account Access & Login

Follow the instructions below to register for an iLab account:

### To register for an account:

To get started, you must register for an account:

1. Navigate to the core page: [https://tamu.corefacilities.org/service\\_center/show\\_external/4726](https://tamu.corefacilities.org/service_center/show_external/4726)
2. In the upper-right-hand corner of the screen where it says, 'Welcome TAMU user, please click here to login or register,' select the **click here** link
3. You will be directed to an authentication page where you will need to enter your TAMU credentials
4. Once you have entered your credentials, click the 'Login' button
5. You will be directed to an iLab Registration page where you will need to select your PI/Lab, and verify your contact information
6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab in iLab. They will need to approve your membership and assign any TAMU Fund Name for your use.

## Equipment Reservation

All training sessions, staff runs and individual run requests will now be made through iLab. We have listed the steps below. Please reach out to an AggieFab staff member if you ever have any questions or issues.

### To Create an Equipment Reservation:

Once you have been accepted into your PIs lab and assigned a TAMU Fund Name, you can schedule equipment time.

1. Navigate to the core page:  
[https://tamu.corefacilities.org/service\\_center/show\\_external/4726](https://tamu.corefacilities.org/service_center/show_external/4726)
2. At the upper right hand of the page where it says, 'Welcome TAMU user, click here to log in or register,' select **click here**.
3. Enter your TAMU Credential and password, and sign in.
4. Select the *Schedule Equipment* tab and click on the 'View Schedule' button next to the instrument of interest. Click and drag on the time frame you would like to schedule your reservation for.
5. A window will pop up that will allow you to verify your reservations details and provide payment information before saving the reservation.

### **To Create a Service Request:**

Once you have been accepted into your PI's lab and assigned TAMU Fund Name, you can create service requests.

1. Navigate to the core page:  
[https://tamu.corefacilities.org/service\\_center/show\\_external/4726](https://tamu.corefacilities.org/service_center/show_external/4726)
2. At the upper right hand of the page where it says, 'Welcome TAMU user, click here to log in or register,' select **click here**.
3. Enter your TAMU credentials and sign in.
4. Select the *Request Services* tab and click on the 'Request Service' button next to the service of interest.
5. You will be asked to complete a form before submitting the request to the core.
6. Your request will be pending review by the core. The core will review your request and either Agree to the work or they will ask for more information if needed.

### **Additional help**

More detailed instructions can be found by clicking on the "HELP" link in the upper right hand corner or by navigating to [help.ilab.agilent.com](http://help.ilab.agilent.com). For any questions not addressed in the Helpsite, click on the "HELP" link in the upper right hand corner and submit a ticket, or email [ilab-support@agilent.com](mailto:ilab-support@agilent.com).