

Registration for JHU/iLab Users from Affiliated Institutions

Overview

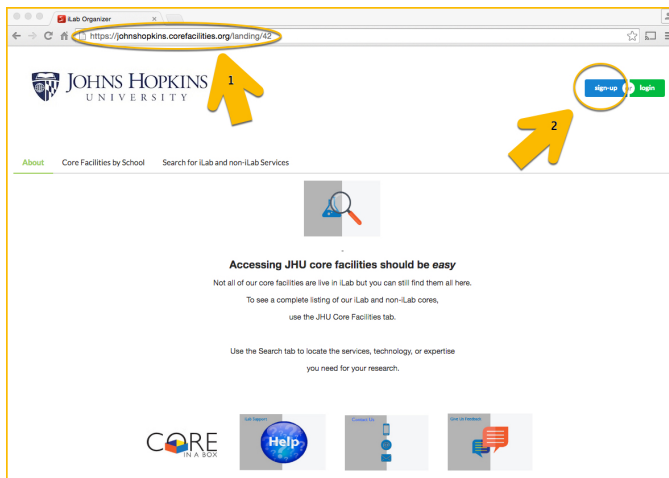
Users associated with a JHU affiliated institution **must** register as an external user. In the event, there is a joint appointment with JHU, the user will need to perform one additional step to gain access to their laboratory. This access will insure that the PI and their Lab Members can also manage their internal Lab and conduct transactions internally. The final step does not happen automatically but includes e-mail communication with members from the Office of Faculty Research Resources..

Instructions

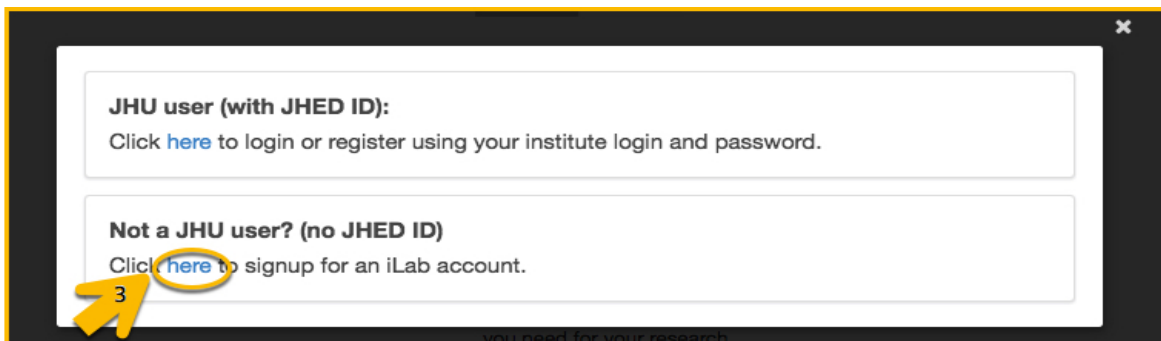
- Follow steps 1 - 3** - If you are an employee of one of the JHU associated institutions listed below. This will allow you to process external transactions.
 - Carnegie Institution of Washington
 - Howard Hughes Institute
 - Kennedy Krieger Institution
 - The Lieber Institute
- Perform step 4** – After completing steps 1-3, if you have a JHED ID. This will allow you to process internal transactions.

Registration

- Go to <https://johnshopkins.corefacilities.org>. This will take you to the external JHU/iLab Landing Page.
- To register, click on the blue, sign-up button in the upper right hand of the screen.



3. Select the button under the “Not a JHU user?” option **even if you have a JHED ID** and then complete the registration.



4. Once the external user registration is complete, send an email to researchcores@jhmi.edu, requesting to be added as a member or PI of the _____ (JHU) Lab. Barb Daily or Jeff Smith, Office of Faculty Research Resources, will seek confirmation from the PI/Admin of the Lab and then a request will be sent to iLab’s Administration to add the individual to the internal JHU Lab.