

A Department Manager, is an individual who has responsibility for the PIs in your department. With this responsibility, you have the ability to manage members of this lab, control access to sponsored and non-sponsored accounts, set spending limits for users and/or labs, and run a variety of reports.

To gain access to your department you will need to begin by logging into iLab at the following web address

<https://johnshopkins.corefacilities.org/> and completing the registration process.

To register for an account:

1. [Click here to login and register](#)
2. Log in with your Johns Hopkins University credentials
 - a. Upon successful authentication, you will be prompted to select your PI/lab from the pull-down list and provide your phone number. **Please select the Department Administrators (JHU) Lab.**
 - b. Submit the completed registration form. Submission will notify the JHU iLab Team of your membership request
 - c. You will be sent an email with basic instructions on using the system. However, you will not be able to view your Department until your registration is complete and you are mapped to your Department.
 - d. You will receive an email notification when the Department mapping process is complete. The email will also include additional instructions about how to perform Department Manager functions in iLab.

Note: iLab works best in Firefox or Chrome browser. The URL is <https://johnshopkins.corefacilities.org/>

Our goal is to successfully orient you to the iLab program so that you can customize the management of your Department or Division. For additional iLab support we offer the following resources:

1. [JHU iLab User Guides](#)

2. [iLab Help Site](#)
3. For one-on-one training, please contact researchcores@jhmi.edu .

If you have any issues with the registration process or working with the core facilities via iLab please contact support@ilabsolutions.com.