DEPARTMENT MANAGERS: GETTING STARTED

Outline

I. Register for an account
II. What controls do I have as a Department Manager?
III. How do I manage members of my lab?
IV. Accepting new lab members into iLab and assigning cost objects.
V. Reviewing and Approving/Providing payment information Service Request

A Department Manager is an individual who has responsibility for the PIs in a specific department. With this responsibility, a manager has the ability to manage members of these labs, 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.

I. 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.
II. What controls do I have as a Department Manager in iLab?

As a Department Manager, you have access to the following setting that you can control in iLab. To access these settings login to johnshopkins.corefacilities.org and the following screen will appear:

1. Select “my labs” from the left hand navigation. A list of the lab(s) and department(s) will appear:

2. Select the department you manage. And the following screen will appear:
3. Select “Settings” and you will see a screen with the following choices:

For additional details about each choice, please hover over the question mark in iLab. 

**Note** – If you select that Only Department Managers should approve or receive requests then the PIs in your Department will NOT receive these requests. If you select, Department Managers receive requests, then both the PIs and managers in your Department will receive these requests.
III. How do I manage members of my lab?

1. Click on the “Groups Tab”

![Groups Tab](image1.png)

2. The following screen will appear with a list of the lab(s) you manage. Click on the Lab name.

![Lab Information](image2.png)

3. The following screen will appear where you can adjust the “default auto-approval threshold.” See item #3 in the illustration, for a definition of what the auto-approval level is hover over the yellow yield sign. The JHU institutional default level is currently set at $1000.00.
4. Here you can adjust the cost overage buffer.

5. By clicking on the yellow pencil, you can edit lab members’ information and role.

6. By clicking on “Link existing users”, you can add individuals already registered in iLab to any of your labs that you manage.

7. To manage membership requests and cost objects click on the tab of the same title on the upper right-hand section of the screen. The screen in the next section will appear.

**IV. Accepting New Users into iLab and Assigning Cost Objects**

1. Accepting users into your lab
2. Assigning Cost Objects to Lab members
3. Requesting access to additional Cost Objects

V. Reviewing and Approving/Providing payment information

Service Request

1. Financial Approval

2. Payment Information
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.