Starting on May 9th, 2016, Johns Hopkins University started using iLab Solutions’ Core Facility Management software (an online system to streamline the process of ordering and billing for core service requests.)

Please find below instructions on how to use the system and to learn about your specific responsibilities.

Logging in:
1. Go to johnshopkins.corefacilities.org
2. Click the “login” button in the upper right-hand corner of the page
3. Proceed by logging in with your JHED ID and password
4. [If you are taken to a registration page, please contact support@ilabsolutions.com]
5. Look for the link in the left hand menu that says my labs. Hover over and select your lab to go to your lab management page

Responsibilities in iLab:
As a Principal Investigator (or, if delegated, a Lab Manager), you have a few new responsibilities to enable your researchers to order services from the cores and make equipment reservations. Specifically,

- Accepting users into your lab (see item 1)
- Assigning Cost Objects to lab members (see item 2)
- Requesting access to additional Cost Objects (see item 3)
- Managing lab members (see items 4 and 5)

- Approving service requests and reviewing/providing payment information (see items 6 and 7)

If you would prefer to delegate these notifications and approvals to specific member(s) of your lab, please email support@ilabsolutions.com with their name and email.

Additional help
More detailed instructions are available in the ‘Lab Administrators’ section on our helpsite. For any questions not addressed, click on the “HELP” link in the upper right hand corner to submit a help ticket, or contact support@ilabsolutions.com.