iLab Solutions
End User Registration Guide

Johns Hopkins University
School of Medicine
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To register with iLab, please do the following:

1) Go to https://johnshopkins.corefacilities.org

This will take you to the external JHU/iLab Landing Page

2) To register, click on sign-up

3) If you’re already registered, click on Login

*Please note – Recommended browser for the iLab program is either Firefox or Google Chrome.
PI Registration Process

**New Account – Personal Information tab**

If you click the sign-up button, you are directed to the page at the right.

Fill out the required information and click continue.
PI Registration Process

**New Account – Institution Role tab**

1) Identify yourself as a PI by selecting **Principal Investigator** in the first drop-down menu

2) Your lab’s name will populate

3) Check off **Yes** if you have someone such as a lab or financial manager that manages your laboratory that will be responsible for fund assignments and spending approvals.

4) Click continue
**PI Registration Process**

**New Account – Manager Contact tab**

If you clicked **Yes** on the previous screen regarding having someone designated to manage your iLab account, fill out your financial or lab manager’s information.

Click continue
PI Registration Process

New Account – Billing Address tab

You need not make any changes to this page since the billing information will default to your institutional settings.

Click continue
PI Registration Process

**New Account – Complete Registration tab**

1) You must agree to the terms of service by checking the box.

2) Click **Complete Registration**
PI Registration Process

New Account

Your request will go through a confirmation process.
PI Registration Process

New Account – email notification

You will be notified by email of your pending request.

Once approved you will receive notification that your account is active.
Manager/Lab Member Registration
To register with iLab, please do the following:

1) Go to [https://johnshopkins.corefacilities.org](https://johnshopkins.corefacilities.org)
   This will take you to the external JHU/iLab Landing Page

2) To register, click on **sign-up**

3) If you’re already registered, click on **Login**

*Please note – Recommended browser for the iLab program is either Firefox or Google Chrome.*
Mgr/Member Registration Process

**New Account – Personal Information tab**

If you click the sign-up button, you are directed to the page at the right.

Fill out the required information and click continue.
Mgr/Member Registration Process

New Account – Institutional Role tab

1) Select your role from the drop-down menu
2) Fill out your PI’s information
3) If your PI is already in iLab, enter it here.
4) Click continue.
Mgr/Member Registration Process

New Account – Complete Registration tab

You will be taken to the Complete Registration tab.

1) You must agree to the terms of service by checking the box.

2) Click Complete Registration
Mgr/Member Registration Process

New Account

A notification will be sent to your PI or Financial Manager to approve or reject your request.
Mgr/Member Registration Process

New Account – email notification

You will be notified by email of your pending request.

Once approved you will receive notification that your account is active.
JHU & JHMI Login Page

If you click on the login button, you will be directed to the page at the right.

1) You can also register from this page. Click here.
Mgr/Member Registration Process

JHU & JHMI Login Page

Login using your JHED credentials.

If iLab does not recognize your JHED credentials, you will be directed to the registration page.