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Cedars-Sinai Research Imaging Core Facility User Instructions

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Registration Process – For new non-PI CSMC iLab users

<mark>This section does **not** apply to Principal Investigators</mark> (PI's are automatically pre-registered).

1. Go to **https://csmc.corefacilities.org** and click on '**here**' to login as an Internal CSMC user.

2. Enter your CSMC Exchange username and password and click '**Sign In**'.

3. A registration page will open. Select your PI and fill-in any missing information.

   ** Please note the PI you select here must match the SRFA PI of the grant that you will be using for research core services. *If you do not see your PI's name in the "PI/Group" drop down menu or if you need to be assigned to more than one PI, send an email to support@ilabsolutions.com with your name and PI name. iLab will contact CSMC administration directly to verify this and will then create your account.*

4. Once you click **register**, your PI will be notified to approve your account request and to designate in iLab which Project IDs you may use to charge your services to.

   ** You will not be able to access iLab until your PI approves your account request.
   *** PI's please see **Approving Requests & Assigning Project ID Numbers***

5. Upon PI approval, you will be able to access and request services from CSMC cores.

   *** See **Accessing Cedars-Sinai Cores** instructions on the following page.*

Accessing Cedars-Sinai Cores Once in iLab

After you have registered and your account is approved with Project ID numbers assigned, you can access CSMC Cores that are live in the iLab system by doing the following:

1. Log into iLab at **https://csmc.corefacilities.org** with your CSMC username and password.

2. Click on the '**list all cores**' link on the left-hand menu.

3. Select the core from which you want to order services.
    ** You will only see a list of CSMC cores that are currently use iLab.

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Making Imaging Core Reservations and Requests

To schedule an equipment reservation:

1. Enter the Research imaging Core iLab site (see **Accessing Cedars-Sinai Cores**).

2. Click on the **'Schedule Equipment'** tab.

3. Click the **name of the scanner** or '**view schedule**' for the equipment being reserved.

4. Create a new reservation by clicking your mouse on the desired start time and dragging downwards to the end time.

5. In the reservation details window, confirm the start/end time and complete all required fields according to the instructions. You must select a Project ID number in the Payment Info section in order to save your reservation. You should communicate with your PI or Finance Manager in advance to be certain which Project ID should be used.

6. Save your reservation. Some modalities require Core approval before the reservation is confirmed. You will receive email notification once the reservation is approved.

7. You will receive emails from iLab if actions are required for your request to be processed. Please follow the instructions in the emails and contact the core or support@ilabsolutions.com if you have any questions.

To make other requests:

The following instructions apply to Imaging Core requests that are managed through iLab:

- Project Initiation Form
- Imaging Core / Davis Building Facility Access
- Research PACS Access
- BIRI Seed Grant Applications
- Special Data Services
- Late Cancellation Penalty Waiver Requests

1. Enter the Research imaging Core iLab site (see **Accessing Cedars-Sinai Cores**).

2. Click on the **'Other Requests'** tab.

3. Click on '**Initiate Request**' for the relevant request.

4. Click on '**View Form**' and enter all requested information.

5. Click on '**Submit**' when you are ready to submit. ** There are several "Save" buttons but your request is <u>not</u> submitted to the Imaging Core until you click on 'Submit'!

For more detailed instructions on ordering services or scheduling equipment please see the iLab Customer Help Manual or contact support@ilabsolutions.com or Johanna.Kim@cshs.org. (https://docs.google.com/Doc?docid=0AfZJJ9sa6cNoZGR2c3RwdHNfMjZmc2ZxNjlndw&hl=en_US&auth key=CKvZ9NMJ)

Approving Accounts & Assigning Project ID Numbers
## <mark>– For PI's and Finance Managers Only</mark>

- **Please note:** In iLab, the PI of a lab member is the **SRFA PI** of the grant that is funding the core activity. Therefore, it is possible for an iLab user to be assigned to a PI that is not their reporting PI, to have more than one PI in iLab, or to be a PI assigned to another PI's lab in iLab.

- All CSMC PI's are pre-registered in iLab and can login with their CSMC Exchange credentials.

- PI's (and/or their Lab/Finance Manager) will need to approve lab members and assign Project ID Numbers to lab members **before** lab members will be able to make equipment reservations and submit service requests.

- PI's can designate their iLab responsibilities to another person by emailing the name of the PI and Finance Manager to support@ilabsolutions.com. The Finance Manager does need to register for an iLab account following the instructions for non-PI users.(See **Registration Process**)

To approve lab members:

1. The PI or designated Finance Manager will receive an iLab notification email when a lab member is requesting access to your lab.

2. Login to iLab at https://csmc.corefacilities.org using your CSMC Exchange credentials. At the top of your homepage you will see an alert letting you know members have requested access to your lab.
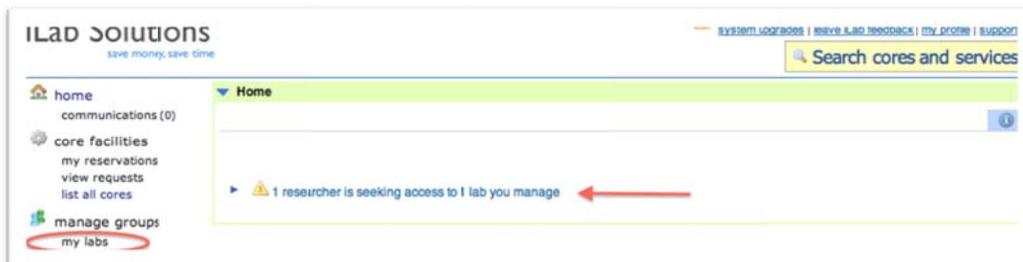
3. Click the actual **alert notice** or click on **my labs** on the left-hand menu. If you clicked on **my labs**, then also click on the "**Membership Requests and Projects Numbers**" tab.
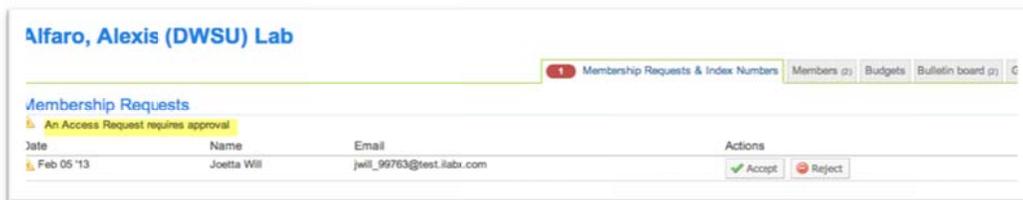
To assign Project ID numbers:

4. Once you've accepted the member the **Manage Projects Numbers** will expand. Here, assign the correct **Project ID Number(s)** to your lab members by checking the appropriate boxes. You can manage Project ID assignments for your lab as often as needed. Project ID Numbers are updated (added and removed) nightly through PeopleSoft. Contact Vicki.Tieu@cshs.org if an active Project ID is missing.