iLab Account Registration (revised 8/20/2021)

All users are required to complete a one-time registration; once registered, the system will enable you to place service requests and monitor progress.

Types of User Accounts:

- **Internal Users** – Internal users are from UCI and have a UCInetID
- **External Users** – External users are from other institutions outside of UCI (e.g., non-profits, other UC campuses or academic institutions, industry)

*Note: Internal users who are CFCCC Members as of March 1, 2021 have been pre-registered for an iLab account. Follow the instructions below for Pre-Registered Internal Users to reset your password.*

**Registration for Internal (UCI) Users:** To get started, you must register for an account.

1. Navigate to UCI’s iLab site: [https://uci.ilab.agilent.com/account/login](https://uci.ilab.agilent.com/account/login)
2. In the upper-right-hand corner of the screen select Register and click the Register using UCI Credentials option
3. You will be directed to the DUO authentication page where you will need to enter your UCInetID and password
4. Once you have entered your credentials, click the Login button
5. You will be directed to an iLab Registration page where you will need to provide the following:
   - Personal Information – name, phone number, and role
• Group Associations – Enter the PI (last name) you are associated with and the system will search for a lab matching that information

**Note:** If you are the PI, please send an email to cfcadmin@hs.uci.edu to request the creation of your Lab/Group in iLab.

6. Once you receive a notification email from iLab that your account has been approved, you can request services from the Shared Resources

**Pre-Registered Internal Users:** You have been pre-registered for an iLab account but must reset your password.

1. Click **here** to reset your iLab password (use your UCI email address as your username)
2. Login **here** using your iLab username and password
   
   Note: On initial login, set your account time zone, click Update, then log out once to set the change.

**Registration for External (Non-UCI) Users:** To get started, you must register for an account. Anyone that does not have a UCI email and does not belong to a UCI PI’s lab is considered external.

1. Navigate to the UCI’s iLab site: [https://uci.ilab.agilent.com/account/login](https://uci.ilab.agilent.com/account/login)
2. In the upper-right-hand corner of the screen select Register and click the Register for an iLab Account option

3. You will be asked to provide your institution email address, personal information (name, phone, role), PI contact information, and billing information
   
   ▪ If your institution and PI already exist in iLab, your account is automatically created
   ▪ If your institution or PI does not exist, your account will be sent to the iLab support team to be approved (allow 24 hours for your account to be reviewed/approved)

For more information visit [Registering with iLab](#)