How to request an iLab account with the RI-MUHC?
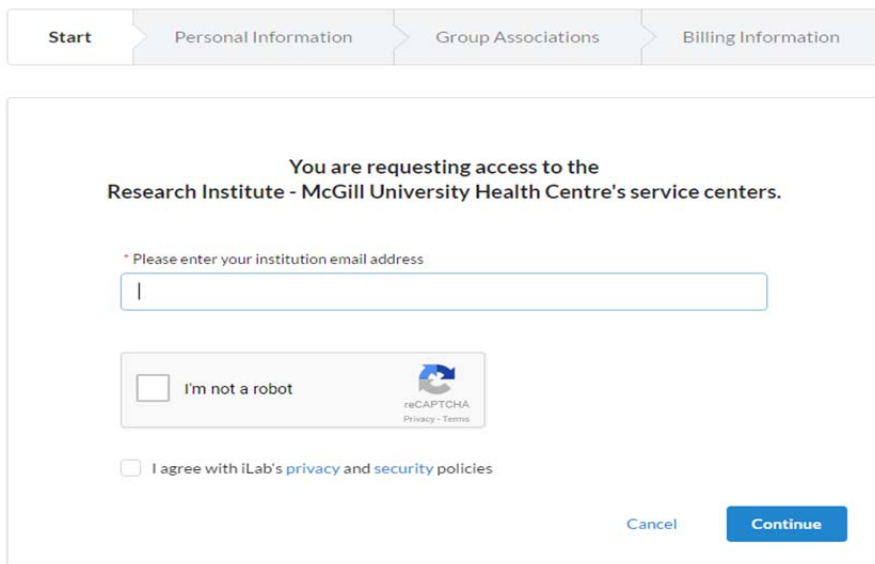
A request to create an iLab account is done on-line to this address:

https://rimuhc.corefacilities.org/account/signup/179
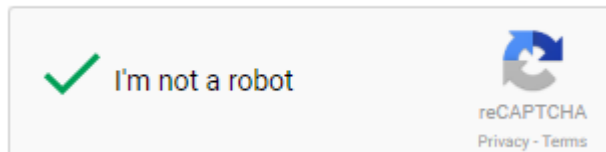
1. START

Complete the required information.

a) The Email address indicated will become the Username to log in to iLab once the account has been created.

b) Check the box "I'm not a robot"

c) You have to check the box if you agree with iLab's privacy and security policies

d) Click on *Continue*

2. Personal Information

a) Type First Name and Last Name, Phone Number is not mandatory

| Start | **Personal Information** | Group Associations | Billing Information |

You are requesting access to the
Research Institute - McGill University Health Centre's service centers.

* First Name

_____

* Last Name

_____

Phone Number

_____

Centre universitaire
de santé McGill
Institut de recherche

McGill University
Health Centre
Research Institute

b) Perform a search to find your Institution Name by typing first 4 letters and select from the list. Identify the institution from which the funds are available to cover the fees for the services.

* I am affiliated with the following institution

Please type the name of your institution	▾

mcgi	🔍

mcgi (create new)

Research Institute - McGill University Health Centre

Others

McGill University

McGill University

c. Select your role from the scroll down list

* What is your primary role at the above?

Please select a role	▾

	🔍

Principal Investigator

Student

Graduate Student

Research Associate

Post-Doctoral Fellow

Medical Resident/Fellow

Technician

Administrator

3. Group associations

a) Select the group with which you are associated. You may enter the group name, PI name, or financial approver and the system will search for a group meeting that information. Select and click on Complete. Your request will be submitted.

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McGill University
Health Centre
Research Institute

b) If the name is not in the list, type the complete PI name and email address. By completing this information, it will create a new group for your PI with the Institution you have identified previously.

You are requesting access to the Research Institute - McGill University Health Centre's service centers.

* What lab or research group are you associated with?

Create New Group...

Hint: You can also search using your PI or Manager Name

* PI's First Name

* PI's Last Name

* PI's Email Address

PI's Phone Number

* Is there another person in your lab who helps manage lab memberships, fund assignments and spending approval?

No

* Your Group's Name

Cancel   Back   Complete

Your Group's Name: PI last name, PI first name (Institution) lab

Examples:

Smith, John (RI-MUHC) lab

or

Smith, John (McGill) lab

or

Smith, John (Lady Davis) lab

c) If you are creating a new group, you will have to provide the underlined billing information for your group.

You are requesting access to the
Research Institute - McGill University Health Centre's service centers.

Billing information is required for core facilities to be able to charge when necessary.

☑ Associate new billing address to my account

Billing Contact Name

[   ]   + Institution /
                                             Department
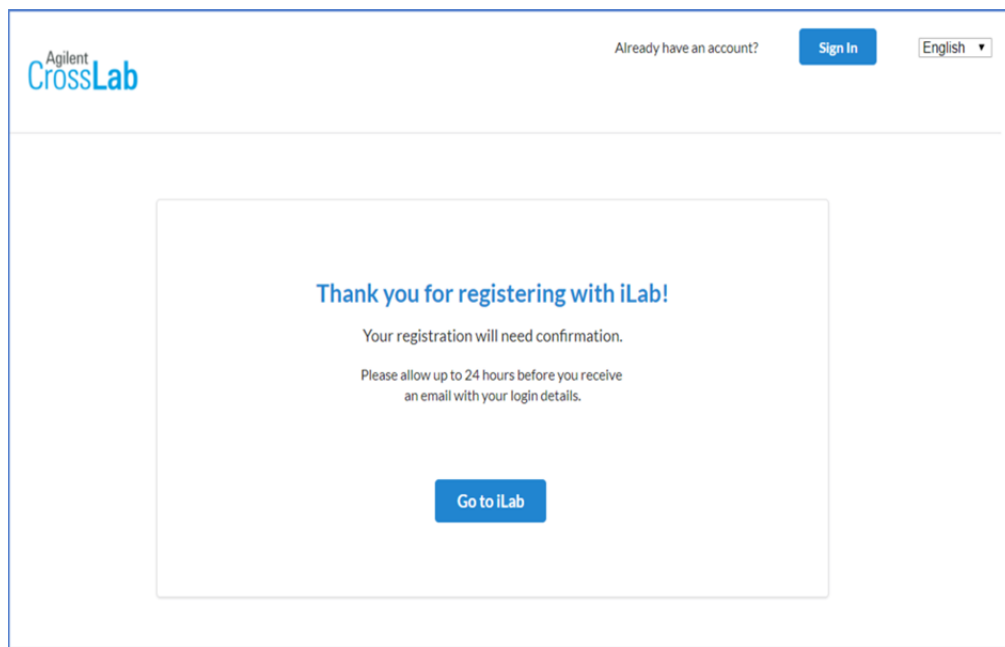
* Billing Address

[   ]   + Address line

* City

[   ]

State / Province

[   ]   + Country

* Zip / Postal Code

[   ]

☐ Add shipping address if different from billing

Cancel   Back   Complete

By clicking on Complete, your request will be submitted.

d) Once the registration is complete, a confirmation page will display letting you know that you will receive an email with account information within 24 hours. All registration tabs will be removed and the *Go to iLab* button will display institution and core external information based on the account signup request.

Cancel

You may cancel from the registration process if you choose *Cancel Registration* will take the user to the institution or core external page. *Go back* will return the user to the registration process with no data loss.