# iLab

## Standard Operating Procedures

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Effective date: June 13, 2023

Approved By: Ramiro Ramirez-Solis, Ph.D.  
Director, Institutional Research Core Laboratories

Approved Date: June 13, 2023

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Register as a member to existing PI Group

1. Go to UTHSCSA Core Facilities webpage
   [UTHSCSA Core facilities]
2. Click blue Sign-up button on upper right corner
3. Click UTHSCSA user

4. Sign in with UTHSCSA Username and Password.

5. Fill out the required information.*
• PI/Group – Scroll down the drop-down list or type in the P.I.’s last name
• First Name, Last Name – type in your first and last name
• Email address – type in your UTHSCSA email address

6. Click Register
7. On next module, verify your name, your P.I.(group) name, and click [Back to Login Page]
8. Verify the email from iLAB and wait for approval
9. Once an Institute admin processes your register, you will be able to log in and access to the group

Registration requests received after 4:30pm will be approved next business day. If it is urgent, please contact vpr-it@uthscsa.edu.

Register as a P.I to a new(non-existing) Group

1. Click this link iLab P.I. sign-up
2. Select UTHSCSA on drop-down list
3. Fill out your UTHSCSA email address, and if you agree to the policy, click Continue.

4. Complete the form by filling out the first and last name fields with your information.

   In the ‘I am affiliated with the following institution’, type UTHSCSA. Select, UTHSCSA (Create
New) for your new group

You are requesting access to the University of Texas Health at San Antonio (UTHSCSA)'s service centers.

* First Name

* Last Name

Phone Number

* I am affiliated with the following institution

Please type the name of your institution

UTHSCSA
UTHSCSA (create new)

University of Texas Health at San Antonio (UTHSCSA)
Others
UTHSCSA - Prepayment (Internal)
UTHSCSA External
5. Select Principal Investigator as your role

6. Verify your first, last name, email address.
7. Set your group name as [Lastname, Firstname (UTHSCSA) Lab] form

8. Complete billing information
9. Complete registration
10. Check your email for iLab registration
11. Using this link, log in to iLab: UTHSCSA Core facilities