

Getting Started with iLab: Core Facility Users

Standard Operating Procedure 002 for Pitt iLab System

iLab Role: Research Core Facility User

Revision #: 0

Date: 12/2025

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Purpose

This SOP outlines how non-Principal Investigator (PI) users can access core facilities in Pitt's iLab system. A user must join a PI/lab group and have account numbers assigned to them before they can start scheduling equipment or making service requests at core facilities. All users must register for an iLab account; see [SOP 001 University of Pittsburgh iLab Registration Guide](#).

Scope

This SOP applies to any University of Pittsburgh member who intends to use iLab to reserve equipment or request services from a core facility. A core facility user can be defined as a student, post-doc, lab member, etc.

Prerequisite: It is important that the user's PI or lab manager follows the instructions in [SOP 053 Getting Started with iLab: PIs and Lab Managers](#) prior to a user following this SOP.

Overview of Using a Shared Research Core Facility

Users can start using a core to request services or reserve equipment once the steps in SOPs 001 and 053 are completed. Typically, a core facility will share a direct link to their core iLab site, but you can also browse all cores at the University of Pittsburgh.

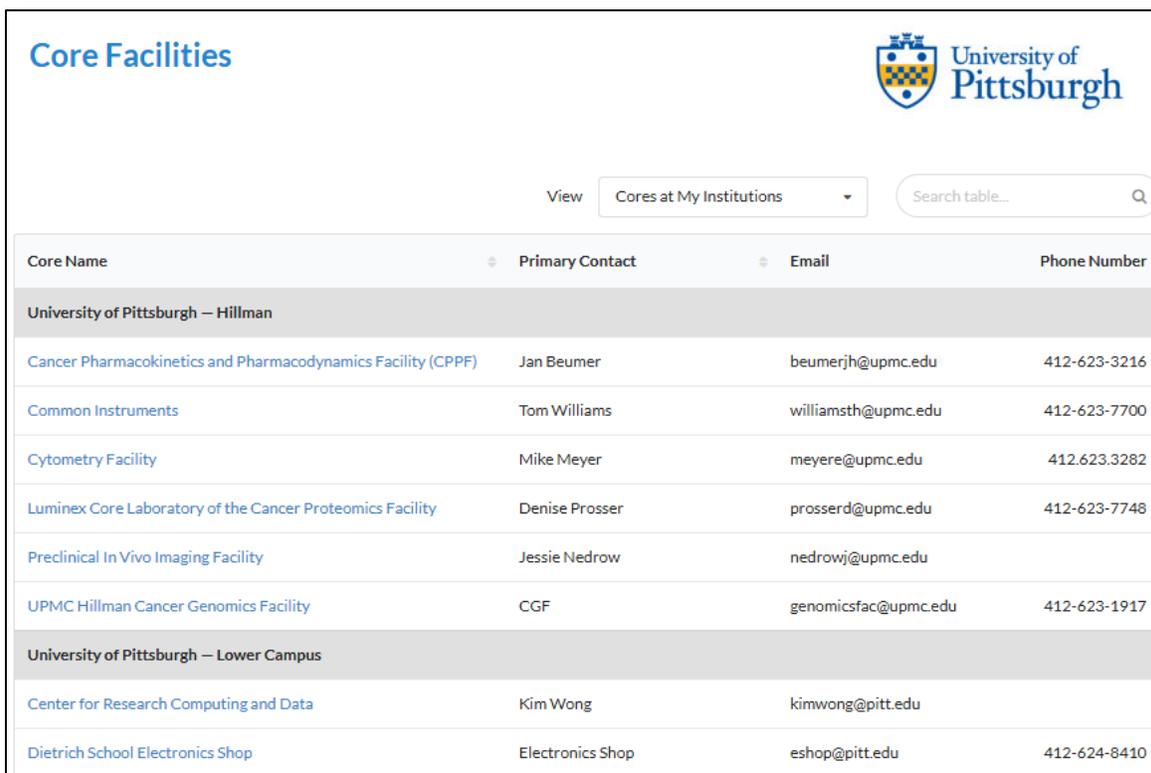
1. Login at: <https://pitt.ilab.agilent.com/account/login>

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2. Navigate to 'Core Facilities' from the left-hand side navigation menu. This lists all the cores at the University of Pittsburgh that are in iLab and can be accessed by users.



3. Cores at Pitt are organized into three categories: Hillman, Lower Campus and Upper Campus.

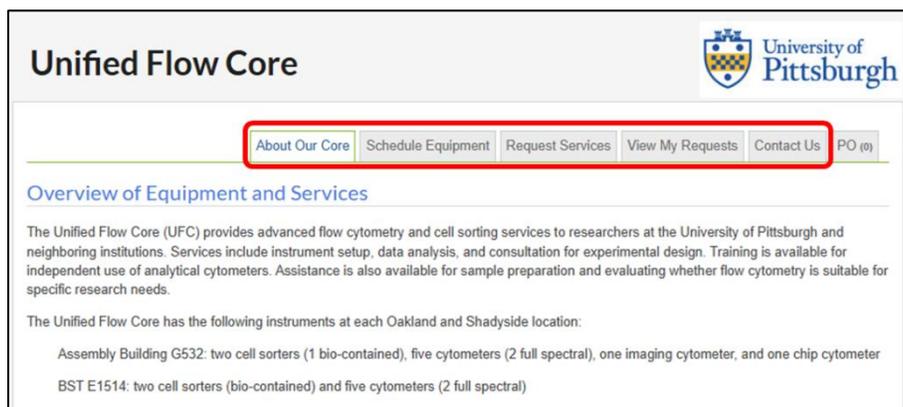


Core Name	Primary Contact	Email	Phone Number
University of Pittsburgh – Hillman			
Cancer Pharmacokinetics and Pharmacodynamics Facility (CPPF)	Jan Beumer	beumerjh@upmc.edu	412-623-3216
Common Instruments	Tom Williams	williamsth@upmc.edu	412-623-7700
Cytometry Facility	Mike Meyer	meyere@upmc.edu	412.623.3282
Luminex Core Laboratory of the Cancer Proteomics Facility	Denise Prosser	prosserd@upmc.edu	412-623-7748
Preclinical In Vivo Imaging Facility	Jessie Nedrow	nedrowj@upmc.edu	
UPMC Hillman Cancer Genomics Facility	CGF	genomicsfac@upmc.edu	412-623-1917
University of Pittsburgh – Lower Campus			
Center for Research Computing and Data	Kim Wong	kimwong@pitt.edu	
Dietrich School Electronics Shop	Electronics Shop	eshop@pitt.edu	412-624-8410

4. Click on a core name to go directly to that core. Each core is organized into a few tabs, which may vary depending on the core's workflow. The most common sections are:
 - i. **About Our Core:** Provides an overview of the core's services and/or equipment, contact information, resources and other logistical information.

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- ii. **Schedule Equipment:** View the schedule of a core's equipment and make reservations.
- iii. **Request Services:** View what services a core provides and initiate a service request.
- iv. **View My Requests:** View all your requests with the core
- v. **Contact Us:** Submit a question or comment to the core staff



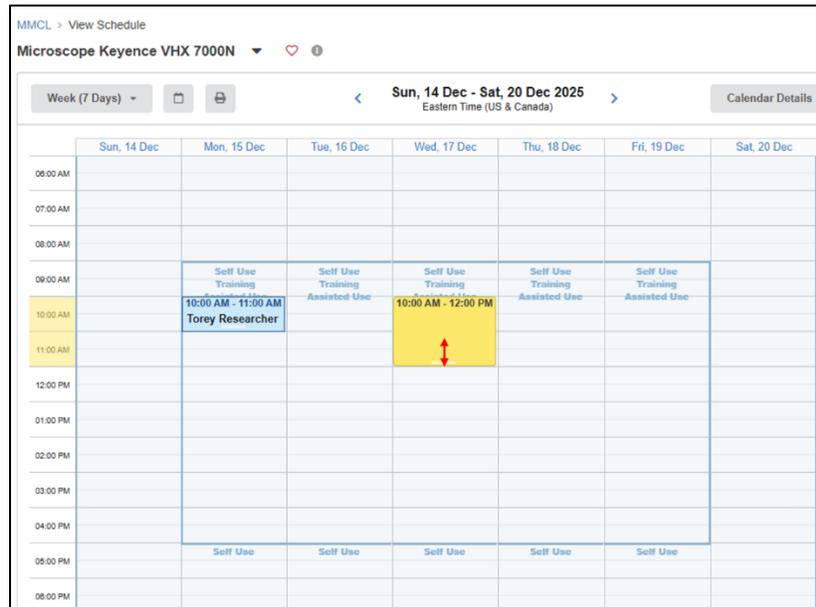
Reserving Time on Equipment

Core administrators manage the user access levels for each piece of equipment. In most cases, users will have to be trained before they are able to make their own reservations. Training requests are usually located in the 'Request Services' tab; Contact the core for specific instructions.

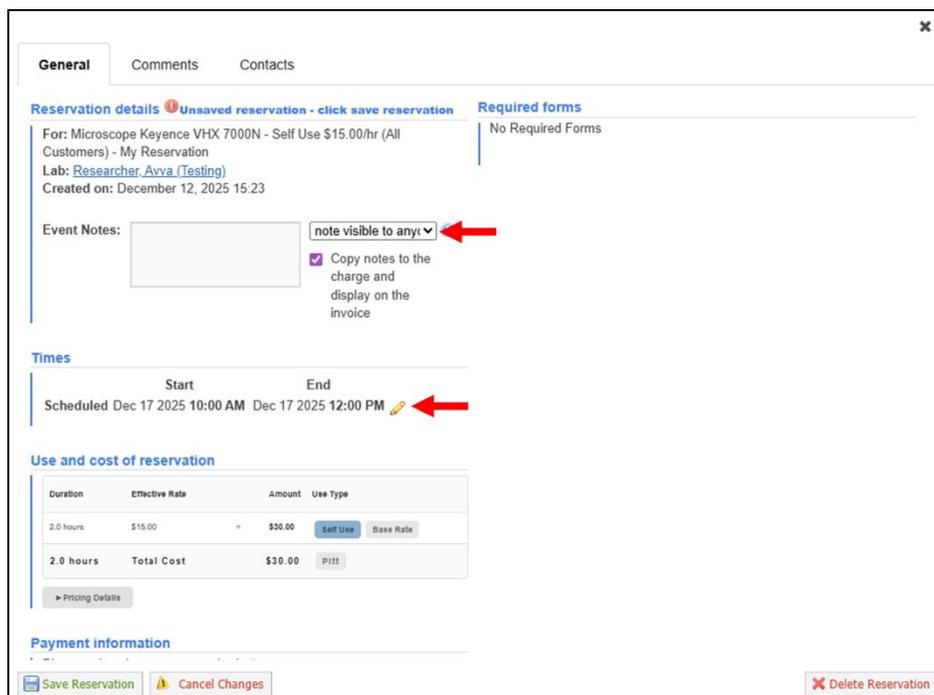
1. Select the 'Schedule Equipment' tab.
2. Click on the equipment category name to expand the equipment list.
3. Click on the instrument name or the 'View Schedule' button for the instrument of interest.

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- Click and drag on the time frame you would like to schedule your reservation for.



- A window will pop up that will allow you to verify your reservations details.
 - You will be able to add notes and indicate if it is visible to all users, or only the core staff. The check box next to the 'Event Notes' will allow you to choose if you would like your notes to show on the charge line and be displayed on the invoice.
 - Verify that the times of the reservation are correct. Click on the pencil icon to make any changes, then click Save.



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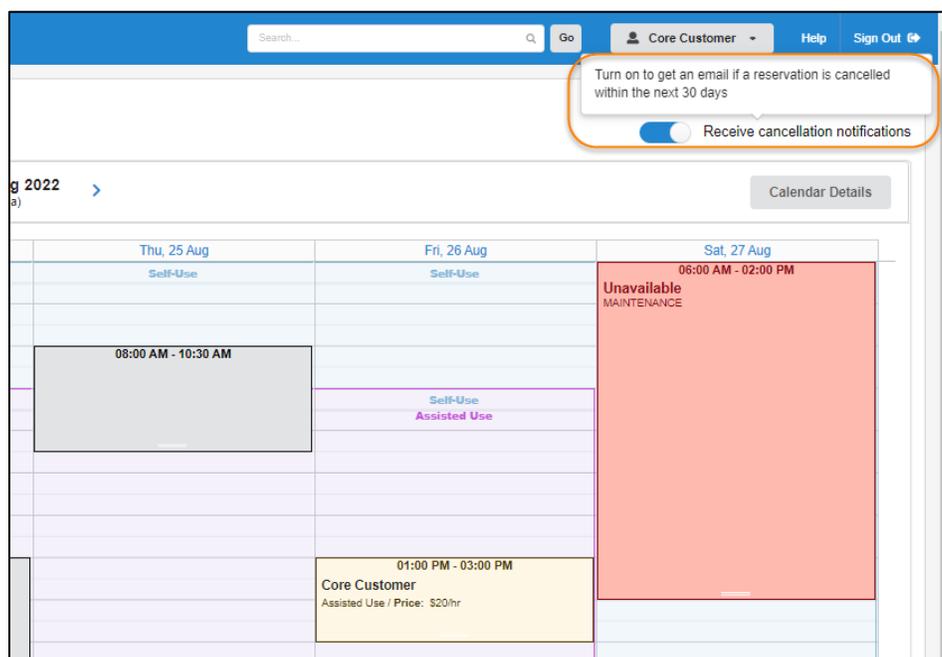
- iii. Select the desired account number in 'Payment Information'. If the account number you want to use is not listed, contact your PI or lab/group manager to assign you the appropriate account number.
- iv. If applicable, type in your reference code after selecting your account number.
- v. Click 'Save Reservation'.

Cancellation Notifications

Sometimes researchers seek reservations when none appear to be available. The Cancellation Notification feature enables a core facility user to receive email notifications when other users cancel scheduled reservations on selected calendars. This provides the opportunity to potentially book an available time slot. Note: This feature does not guarantee availability for all core facility users and Cancellation Notifications may not be available on all equipment calendars. This setting is enabled or disabled by a core administrator.

A core facility user must toggle on this setting for each calendar:

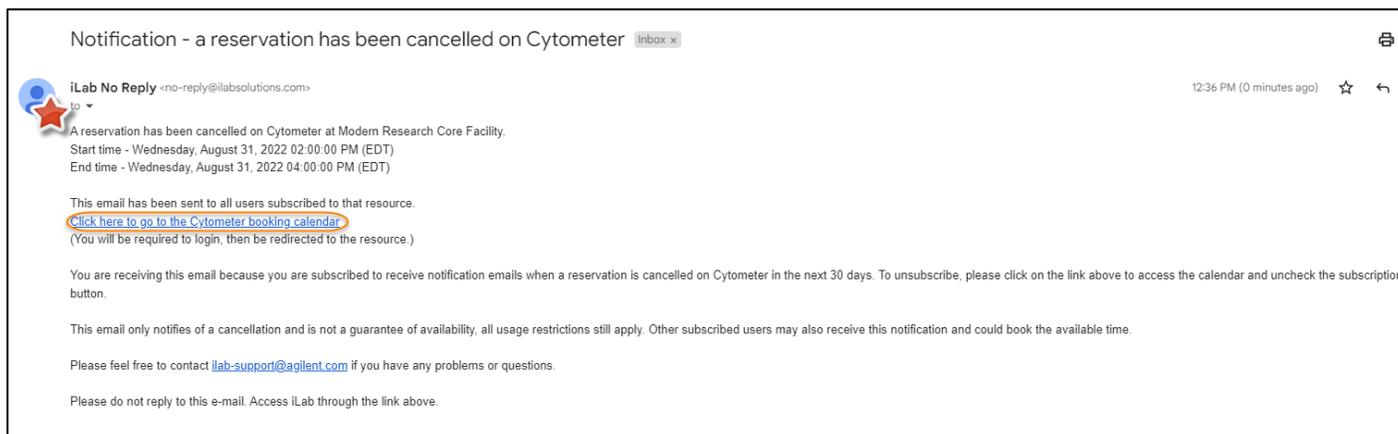
1. Follow steps 1-3 in the [previous section](#).



2. Toggle on the switch for 'Receive cancellation notifications'. This will subscribe to email alerts when other core facility users cancel their scheduled reservations. This allows users to view and take advantage of the newly available time slot. The email notification includes:

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- i. The name of the calendar
- ii. The cancelled reservation time
- iii. A quick access link to the calendar



Note: This notification is sent to all core facility users who are subscribed to receive cancellation notifications.

3. Toggle off to unsubscribe from email alerts. A user remains subscribed until turned off or the core administrator disables this feature.

Requesting a Service

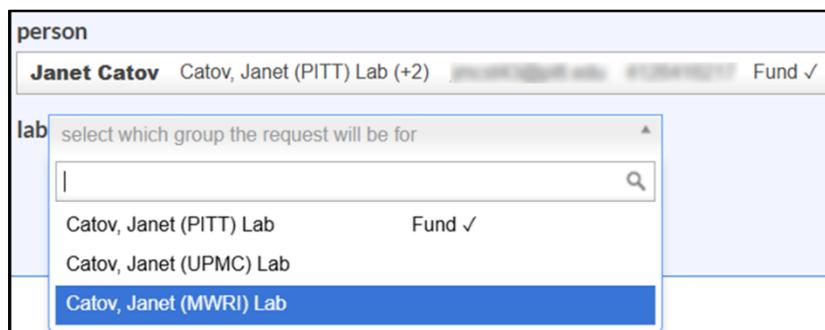
1. Select the 'Request Services' tab and click on the 'Request Service' button next to the request of interest.
2. This will open the Service Request interface where you will be asked to complete a form before submitting the request to the core.
 - i. Fields with a red star are required fields. The form cannot be completed until these sections are filled out.
 - ii. Select your account number in 'Payment Information'.
 - iii. If applicable, type in your reference code after selecting your account number.
 - iv. Click 'submit request to core' when finished. Note that if you accidentally refresh your browser while completing a service request, it will be saved as a draft and can be accessed on the 'View My Requests' tab.
3. Your request will be pending review by the core. The core will review your request and either agree to the work or they will ask for more information if needed.

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Using UPMC or MWRI funds

If your PI has funding through both the University of Pittsburgh and either UPMC or MWRI, they must follow the steps outlined in [SOP 053 Getting Started with iLab: PIs and Lab Managers](#) and have their UPMC and/or MWRI lab created and linked to their Pitt lab in iLab.

Once this is complete, you will have the option to select the UPMC or MWRI lab when making requests or scheduling reservations. A lab selection menu will appear as an option, where you can choose the proper lab:

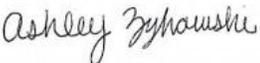


The screenshot shows a web interface for a user named Janet Catov. At the top, it says "person Janet Catov Catov, Janet (PITT) Lab (+2) Fund ✓". Below this is a "lab" dropdown menu with the text "select which group the request will be for". The dropdown is open, showing three options: "Catov, Janet (PITT) Lab Fund ✓", "Catov, Janet (UPMC) Lab", and "Catov, Janet (MWRI) Lab". The "Catov, Janet (MWRI) Lab" option is highlighted in blue.

Further instructions are provided in [SOP 051 Joint Appointments Workflow](#).

References

- View the iLab User Training video on the Shared Research Facilities website in the [Using Core Facilities](#) tab
- [iLab Help Site – Overview of Using a Core](#)
- [SOP 001 University of Pittsburgh iLab Registration Guide](#)
- [SOP 053 Getting Started with iLab: PIs and Lab Managers](#)

Approval Authorizations	Signature	Date
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