

University of Pittsburgh iLab Registration Guide for External Users

Standard Operating Procedure 003 for Pitt iLab System

iLab Role: Research Core Facility User

Revision #: 0

Date: 4/2026

Purpose:

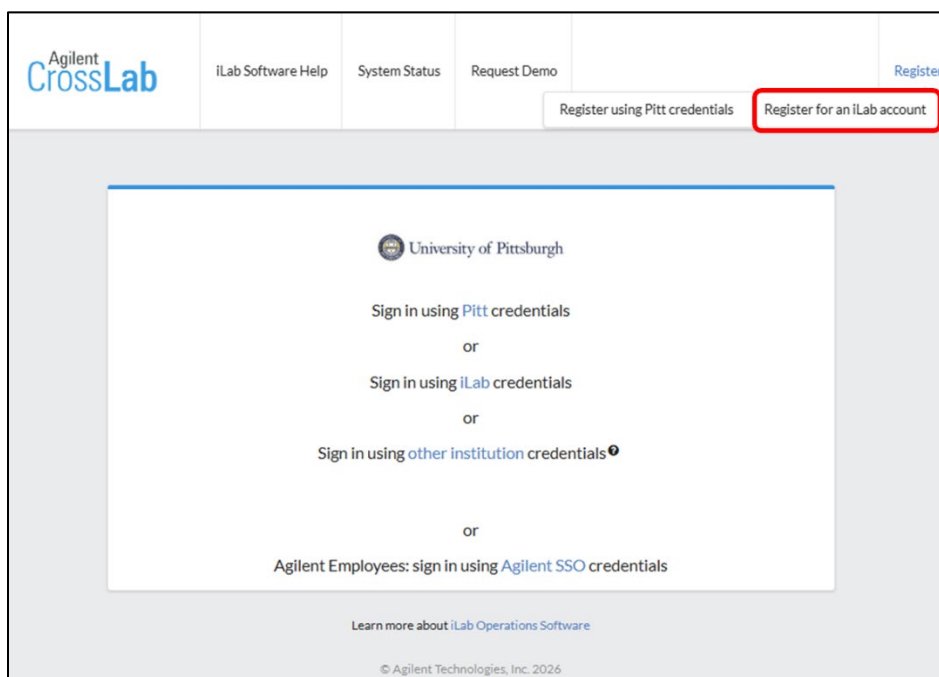
This SOP describes how to register for University of Pittsburgh’s iLab system as an external user. Registration is required for any external user who will be requesting services or reservations from a core facility within Pitt’s iLab system.

Scope:

An external user is any person who is not employed by the University of Pittsburgh or part of a partner entity to the University of Pittsburgh (i.e. UPMC and MWRI).

Procedure:

1. Navigate to the following URL: <https://pitt.ilab.agilent.com/>
2. If you have an existing iLab account, choose ‘Sign in using iLab credentials’ or ‘Sign in using another institution credentials’.
 - i. If your institution does not have an ID integration, you will use your iLab-provided credentials.
 - ii. If your institution is integrated with iLab, you will search for and select your Institution from the drop-down menu, and press ‘Go’. Sign-in with your single sign-on credentials.
3. If you are a new iLab user, select ‘Register for an iLab account’ at the top.



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4. Follow the steps of the registration wizard.

The screenshot shows a registration wizard with four steps: Start, Personal Information, Group Associations, and Billing Information. The 'Start' step is currently active. The main heading reads: "You are requesting access to the University of Pittsburgh's service centers." Below this heading is a text input field with a red asterisk and the text: "* Please enter your institution email address". Underneath the input field is a reCAPTCHA box with the text "I'm not a robot" and a checkbox. Below the reCAPTCHA box is another checkbox with the text "I agree with iLab's [privacy](#) and [security](#) policies". At the bottom right are "Cancel" and "Continue" buttons.

- Start:** Enter your institutional email address. If your institution has an ID Integration with iLab, the registration process will redirect you to your own institution's authentication system.
 - Personal Information:** Enter your first and last name, phone number, institution and primary role
 - Group Associations:** Enter the group name or PI name and the system will search for a group matching that information. If there is no existing Lab/Group, you can use "Create New Group" to create a new Lab/Group.
 - Billing Information:** Enter billing contact name and address information.
5. The registration is complete after completing the final step. If the registration meets the following conditions, it will be completed momentarily, and you will receive a confirmation email, and the PI and Lab/Group managers will be notified:
 - The institution you are registering with already exists in iLab
 - The registration email address matches a known institutional domain
 - The Lab/Group you are registering with already exists in iLab

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If these conditions are not met, your registration will be manually reviewed by iLab, and account creation may take up to 24 hours. A confirmation email is sent by welcome@ilabsolutions.com

6. Once registered, follow steps 1-2 to login to Pitt's iLab system. Bookmark this URL for future use.

References:

- [iLab Help Site — Logging Into iLab](#)
- [iLab Help Site — Registering with iLab](#)

Approval Authorizations	Signature	Date
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