



Albert Einstein College of Medicine

External User Registration

Important: All Einstein and Montefiore affiliated individuals should access iLab using active directory credentials.

External users must have either a Purchase Order Number from their employer or a contract number assigned by the Office of Shared Scientific Resources in order to request services from Einstein Core Facilities. If you have any questions about this, please email ilabadministrator@einsteinmed.edu.

1. Go to <https://einstein.ilabsolutions.com> and click the register link to begin the account setup process.



Internal Einstein user

Click [here](#) to login or register using your institute login and password.

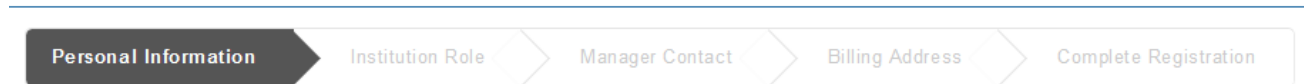
Not a Einstein user? :

Login using iLab credentials

If you don't have an account, please [register](#) for an iLab account.

solutions.com if you are experiencing problems with your username and password.

2. Complete all required personal information.



3. Select your role and provide a lab administrative contact (if there is one).

Personal Information > **Institution Role** > Manager Contact > Billing Address > Complete Registration

You are requesting access to the Albert Einstein College of Medicine's service centers.

What is your primary role at [redacted] ?
Please select 'Principal Investigator' if you manage your own research and have your own funding.

Principal Investigator ▾

Your lab's name:
[redacted]

⚠ You have chosen to create a new institution and thus no existing labs are available. If you think your lab and your institution are already registered, please click "back" and search for your institution in the previous step.

Is your lab already registered with iLab?

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

Yes
 No

BACK **START OVER** **CONTINUE**

4. Provide your billing information.

Personal Information > Institution Role > Manager Contact > **Billing Address** > Complete Registration

You are requesting access to the Albert Einstein College of Medicine's service centers.

Associate a new billing address to my account.

Billing Information
iLab is free... but we still need your billing information so core facilities can charge you when necessary. Consider the payment method you intend on using when entering the billing address.

Institution to Bill:
[redacted]

Attn (name of billing contact):
[redacted]

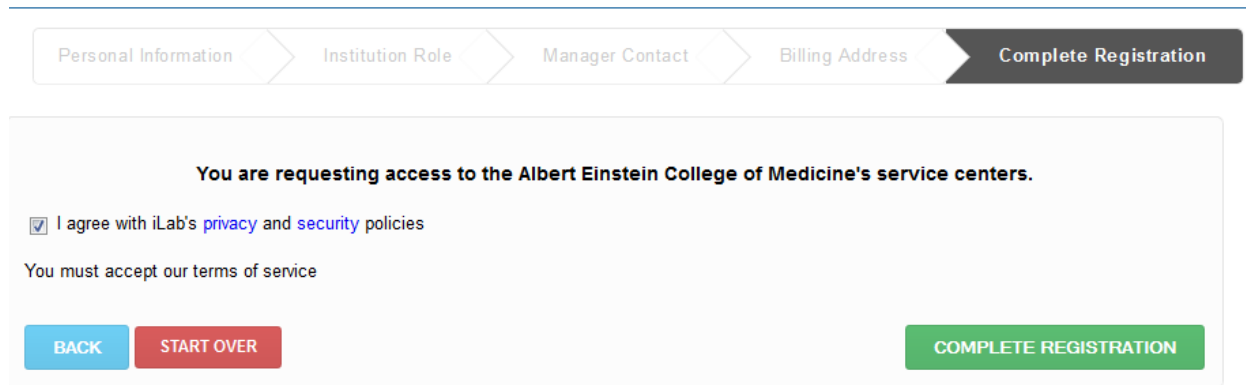
Email (email of billing contact):
[redacted]

Department to Bill:
[redacted]

Billing Address:
[redacted]

Billing Address 2:
[redacted]

4. Complete the registration process.



The image shows a registration progress bar with five steps: Personal Information, Institution Role, Manager Contact, Billing Address, and Complete Registration. The 'Complete Registration' step is highlighted in a dark grey box. Below the progress bar is a confirmation screen with the following text:

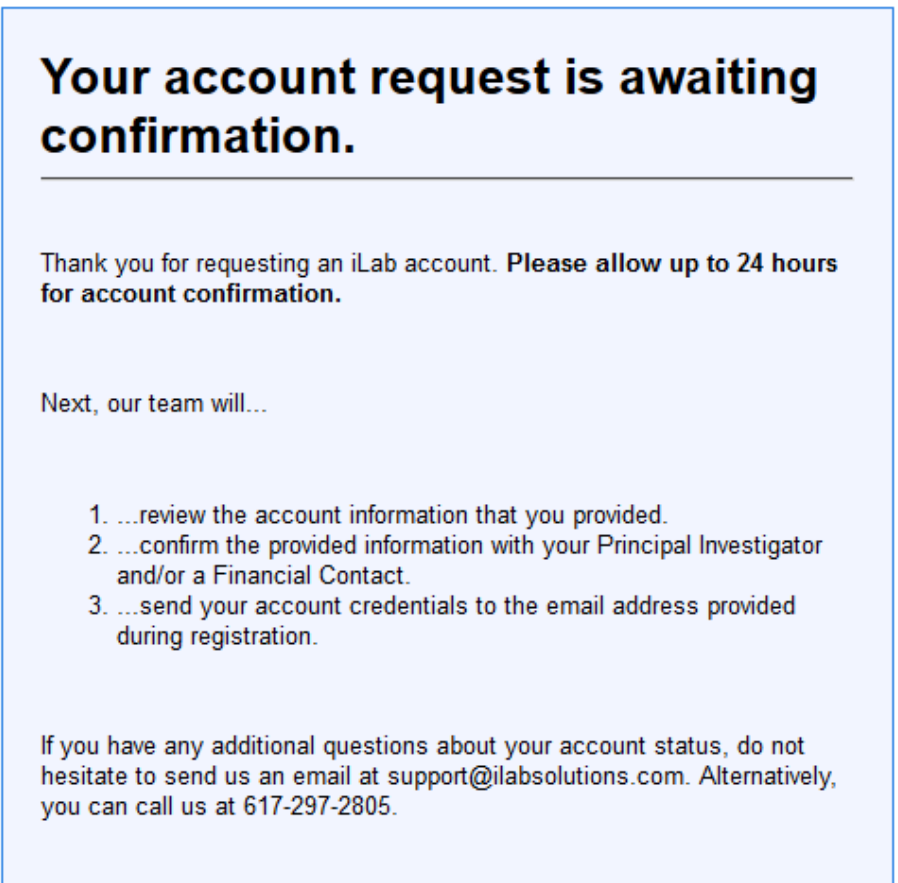
You are requesting access to the Albert Einstein College of Medicine's service centers.

I agree with iLab's [privacy](#) and [security](#) policies

You must accept our terms of service

At the bottom of the screen are three buttons: a blue 'BACK' button, a red 'START OVER' button, and a green 'COMPLETE REGISTRATION' button.

5. Your account will be activated by iLab within 24 hours. Please email ilabadministrator@einsteinmed.edu as well so we know you have created your account.



The image shows a light blue confirmation message box with a dark blue border. The text inside is as follows:

Your account request is awaiting confirmation.

Thank you for requesting an iLab account. **Please allow up to 24 hours for account confirmation.**

Next, our team will...

1. ...review the account information that you provided.
2. ...confirm the provided information with your Principal Investigator and/or a Financial Contact.
3. ...send your account credentials to the email address provided during registration.

If you have any additional questions about your account status, do not hesitate to send us an email at support@ilabsolutions.com. Alternatively, you can call us at 617-297-2805.