

Internal User Sign-In/Registration/Account Activation

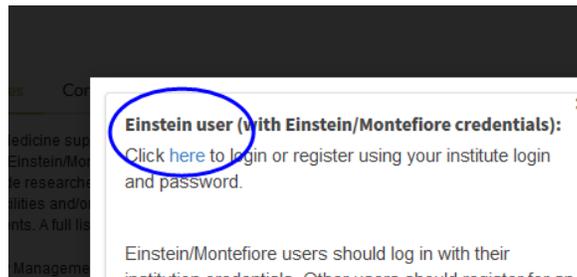
Important info for Einstein & Montefiore Staff: All Einstein and Montefiore affiliated individuals should access iLab using active directory credentials (the same username and password you use to access webmail). If you do not have active directory credentials and you are employed by Einstein or Montefiore, your department administrator must complete the on-boarding process for you.

Important info for Volunteers or other Non-Hires at Einstein/Montefiore: If you are a volunteer or other non-hire working in a lab, please email ilabadministrator@einsteinmed.edu with your first name, last name, PI name and preferred email address. We will initiate setup of your active directory account. Once the Active Directory account is created, you can follow the steps below. Password issues require assistance from the Montefiore IT Service Desk for Einstein which can be reached at 914-881-4554.

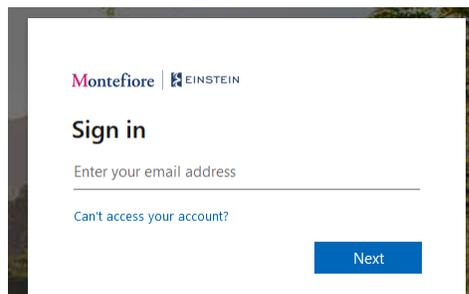
1. Go to <https://einstein.ilabsolutions.com> and click the “login” button to log in as an Internal Einstein User.



2. In the pop-up box, click the “here” link in the Einstein user section to sign in with your active directory credentials.

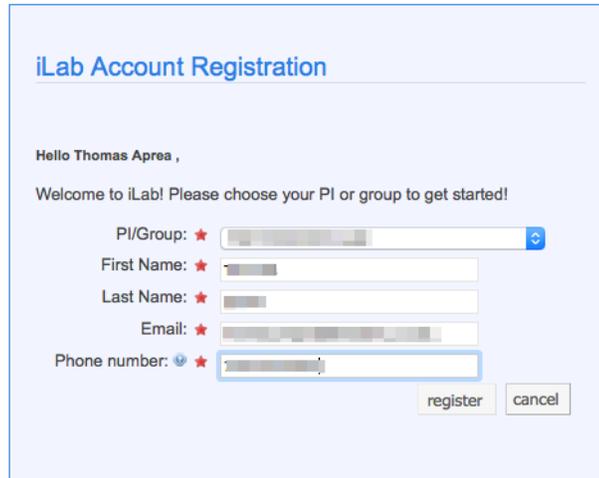


3. On the next page, enter your email address, hit next and then your password and hit the Sign In button.



4. If you are accessing the system for the first time you may be prompted to select your time zone and to request access to a PI's lab. Once you have requested access to your PI's lab (or your department/office if you are a non-researcher using the system) either the PI, a departmental administrator or a lab manager will be able to approve your access to the

lab and provide you with a fund number(s) to use when requesting services from core facilities. **You cannot access core or departmental services without having a lab and a fund assignment in the system.**



The image shows a web form titled "iLab Account Registration". At the top, it says "Hello Thomas Aprea," and "Welcome to iLab! Please choose your PI or group to get started!". Below this are five input fields: "PI/Group:" with a dropdown menu, "First Name:", "Last Name:", "Email:", and "Phone number:". Each field has a red star icon indicating a required field. The "Phone number:" field has a blue globe icon. At the bottom right of the form are two buttons: "register" and "cancel".

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If you experience delays in obtaining access to a PI lab or if you have any difficulties logging in, please contact us at ilabadministrator@einsteinmed.edu.