

## External Customer Account Creation in iLab

(Private industry customers and academic customers who do not have iLab at their home institution)

1. Go to the UA iLab site <https://ua.ilab.agilent.com/landing/3645>
2. In the top right corner of the page hover click "Sign-Up." Then select here under Not a University of Arizona user.



### University of Arizona user :

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

### Not a University of Arizona user?

Click [here](#) to sign up for an iLab account.

3. Fill out the required information on the Personal Information Tab

Start **Personal Information** Group Associations Billing Information

You are requesting access to the  
The University of Arizona's service centers.

\* First Name

\* Last Name

Phone Number

\* I am affiliated with the following institution

\* What is your primary role at the above?

Cancel Back Continue

Name of Institution should be your company's name/University. If you are a new customer, when you type in the name it will ask you to create new. If you are joining for a company with an account already you can select from the drop down.

Primary role should reflect your role at the company/University. If you are the lead scientist on the project using the facility, select Principal Investigator.



- Next is Group Associations. The PI information will auto populate based on your answers on the previous page. **Important!** Select Yes to the question “Is there another person in your lab who helps you manage lab members, fund assignments and spending approval?”

You are requesting access to the  
The University of Arizona's service centers.

You have chosen to create a new institution and thus no existing groups are available. If you think your group and your institution are already registered, please return to the Personal Information step and search for your institution.

\* What lab or research group are you associated with?  
Create New Group...  
Hint: You can also search using your PI or Manager Name

\* PI's First Name  
Principal

\* PI's Last Name  
Scientist

\* PI's Email Address  
scientist@company.com

PI's Phone Number

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

\* Financial Administrator's First Name  
[Redacted]

\* Financial Administrator's Last Name  
[Redacted]

\* Financial Administrator's Email Address  
[Redacted]

Financial Administrator's Phone Number

\* Your Group's Name  
Scientist, Principal (M) Lab

Cancel Back Continue

Select Yes!

**Enter your Accounts Payable information here!** The primary Financial Contact and the designated PI will receive invoices. It is important that your accounts payable contact is included for billing.

Your Group Name will auto populate, but you can change it if you like. Default is “PI Last Name, PI First Name (Company abbreviation) Lab.”

- The Billing Information will require you to populate your company's mailing address. Again it is best if this is for the Accounts Payable Department or contact.
- You are done when pressing Complete. Agilent will send you an email verifying the account creation and you should receive a second email when the process is finished. It typically takes up to 24 hours for a new iLab account to be created.