

Registration with our Genomics Platform on iLabs

Registration

1. Navigate to the core page:
https://gstt.corefacilities.org/account/signup/396?sc_id=3157
2. Complete the registration form on the sign-up page
3. Receive a 'Welcome' email from iLabs (typically within one business day) with login credentials and basic instructions.

To Create an Equipment Reservation:

Once you have received your login credentials/registered, you can place orders and schedule equipment time.

1. Navigate to the core page: <https://gstt.corefacilities.org/account/login>
2. At the right hand of the page, enter the username and password provided by iLabs and click the 'Sign In' button.
3. Click the 'Schedule Equipment' tab and click on the 'View Schedule' button next to the Equipment of interest. Click and drag on the time frame you would like your reservation for.
4. You will be asked to complete a form and provide payment information for your request before saving the reservation. You will be able to see the charges for your equipment use in the form below.
5. If you require additional reagents for your equipment booking, your reservation may need to be approved by the core. You can confirm approval by viewing your 'Home' page by clicking the 'Agilent CrossLab' image on the upper left corner of iLabs.

To Create a Service Request for Sequencing, Microarray and Training:

Please note: Prior to creating a new Library Prep, Sequencing or Microarray service request, please ensure your project has been discussed with the Genomics Research Platform. To arrange a meeting, please email BRC.Genomics@gstt.nhs.uk.

1. Navigate to the core page: <https://gstt.corefacilities.org/account/login>
2. At the right hand of the page, enter the username and password provided by iLabs and click the 'Sign In' button.
3. Click the 'Request Services' tab, expand the required service by clicking on the black triangle, and select 'initiate request' button on the right-hand side next to the service of interest.
4. Complete the initial form and provide project information before clicking the 'submit request to researcher'. The core will review, if required add any additional forms for you to complete, and add charges.

5. Your request will be approved by the core. Upon approval, the core will add additional forms and submit it back to you for completion and sample submission. Please watch for an email from iLabs regarding updates on your request.
6. We require a PO to be raised prior to training or sequencing.

Additional help

More detailed instructions are available online:

<https://help.ilab.agilent.com/37179-using-a-core/264646-using-a-core-overview>

For questions not addressed in the manual, please contact iLabs directly via their Support Portal or contact ilab-support@agilent.com.

Please do not hesitate to contact us on BRC.Genomics@gstt.nhs.uk if you have any questions. We look forward to working with you.

Kind regards,

The NIHR Guy's and St Thomas' BRC Genomics Research Platform Team

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Email: BRC.Genomics@gstt.nhs.uk