

## For Non-affiliated Researchers

### To Create a Service Request:

Using your iLab login, you can place orders and schedule equipment time.

1. Navigate to the core page
2. In the upper, right hand corner of the page, **click login and select “Not a Scripps Research Institute User.”**
3. Enter the credentials received in your welcome email from iLab.
4. Click the [Request Services](#) tab and click on the [Initiate Request](#) button next to the service of interest. Work through the request.
5. You will be asked to complete a form and provide payment information for your request before submitting the request to the core.
6. Your request will be pending review by the core. The core will add charges and submit it back to you for approval. Make sure to watch for an email from iLab regarding your updated project.

### To Create an Equipment Reservation:

Using your iLab login, you can place orders and schedule equipment time.

1. Navigate to the core page
2. In the upper, right hand corner of the page, **click login and select “Not a Scripps Research Institute User.”**
3. Enter the credentials received in your welcome email from iLab.
4. 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.
5. You will be asked to complete a form and provide payment information for your request before saving the reservation.
6. Your reservation may need to be approved by the core, you can confirm this by viewing your [Home](#) page by clicking the [Home](#) button on the upper left corner of iLab.

### Additional help

Additional information can be found on the [Help Site](#). For any questions not addressed there, click on the “HELP” link in the upper right-hand corner or contact [ilab-support@agilent.com](mailto:ilab-support@agilent.com). If you have any issues with the registration process, please contact [ilab-support@agilent.com](mailto:ilab-support@agilent.com).