***Dear user with KI-ID***

OncPat/Theme Cancer started using an online system to manage booking and billing for some of the core facilities’ usage and service requests. All the users are requested to use the system, which requires a one-time registration. Once you are registered, the system will enable you to schedule the equipment, place service requests, monitor progress and provide information for the billing.

Follow the instructions below and watch the video created by iLab team

[https://www.screencast.com/t/otRZjYMcvKR](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.screencast.com%2Ft%2FotRZjYMcvKR&data=04%7C01%7Canna.borgersen%40ki.se%7Cc8015cfe30d34bf8d74708d9357ace5d%7Cbff7eef1cf4b4f32be3da1dda043c05d%7C0%7C0%7C637599623829997393%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=PQa4yK5BlI2hGghvv54Uekxm%2B%2BBpwm634V%2Fr3W12GF4%3D&reserved=0)

To register for an iLab account:

1. Open iLab OncPat Core facility page: <https://karolinska.corefacilities.org/service_center/show_external/3714>

2. In the upper-right-hand corner, select Sign In and use the ‘Sign in using SWAMID credentials’ option (SWAMID is the same as your KIID). Enter your SWAMID (KIID) credentials. Click the ‘Login’ button.

3. At the iLab Registration page, select your PI/Lab and verify your contact information.

4. Once your registration has been submitted, your PI will receive a notification that you have requested a membership in iLab account for your group. PI will need to approve your membership and assign a Project number(s) for billing.

To Create a Service Request:

1. Open iLab OncPat Core facility page: <https://karolinska.corefacilities.org/service_center/show_external/3714>

2. In the upper-right-hand corner, select Sign In and use the ‘Sign in using SWAMID credentials’ option (SWAMID is the same as your KIID). Enter your SWAMID (KIID) credentials. Click the ‘Login’ button.

3. Select the Request services tab and click on the ‘Request Service’ button next to the service of interest.

4. You will be asked to complete a form before submitting the request to the core.

5. Your request will be pending review by the core. The core will Agree to the work or ask for more information if needed.

To schedule Equipment:

1. Open iLab OncPat Core facility page: <https://karolinska.corefacilities.org/service_center/show_external/3714>

2. In the upper-right-hand corner, select Sign In and use the ‘Sign in using SWAMID credentials’ option (SWAMID is the same as your KIID). Enter your SWAMID (KIID) credentials. Click the ‘Login’ button

3. Select the Schedule Equipment tab and click on the ‘View Schedule’ button next to the instrument of interest. Click and drag on the time frame you would like to schedule your reservation for.

4. A window will pop up that will allow you to verify your reservation details and provide payment information before saving the reservation.

Additional help.

More detailed instructions can be found by clicking on the “HELP” link in the upper right-hand corner or by navigating the iLab Help Site, or the KI iLab Project page. For any questions not addressed in the Help Site, click on the “HELP” link in the upper right-hand corner and submit a ticket, or email ilab-support@agilent.com.

Sincerely,

The iLab - OnkPat Team