

Dear UW Small Animal Imaging Facility (SAIF) users,

Effective November 1<sup>st</sup>, 2016, the SAIF will be migrating to iLab, an online reservation and billing system to improve the workflow of the facility. You are receiving this notification as a past or current user of the SAIF. All facility users are required to use the system, which will include a one-time registration, outlined below. Once you are registered, the system will enable you to reserve systems, request training, provide required approvals, and monitor full-service study progress.

**To register for an account:**

To get started, you must register for an account:

1. Navigate to the iLab [SAIF page](#).
2. In the upper-right-hand corner, click “Register” and then select, *Click [here](#)* to login or register using your NetID and password.
3. You will be directed to an iLab Registration page where you will need to 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 membership to their lab in iLab. They will need to approve your membership and assign any Project for your use.

**To Reserve Equipment:**

Once you have been accepted into your PI’s lab and assigned Project, you can schedule equipment time.

1. Navigate to the iLab [SAIF page](#).
2. In the upper-right-hand corner, click “Login” and then select, *Click [here](#)* to login or register using your NetID and password.
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.
4. In the pop up window, verify your reservation details and provide payment information before saving the reservation.

**To Create a Service Request:**

Once you have been accepted into your PI’s lab and assigned Project, you can create service requests.

1. Navigate to the iLab [SAIF page](#).
2. In the upper-right-hand corner, click “Login” and then select, *Click [here](#)* to login or register using your NetID and password.
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 review your request and either Agree to the work or request additional information before agreeing.

**Additional help**

More detailed instructions are available in the [customer manual](#). For any questions not addressed in the manual, click on the “HELP” link in the upper right hand corner or contact [support@ilabsolutions.com](mailto:support@ilabsolutions.com).

Sincerely,

The iLab – University of Wisconsin-Madison Carbone Cancer Center Team