Signing Up + Logging in to iLab

*Please note there are 8 steps for you to complete and it can take 48 hours for approval between iLab and Hub249*

**Step 1:** Access iLab through https://asu.corefacilities.org

**Step 2:** Select “sign-up” in the top right corner of the screen.

**Step 3:** If you ARE affiliated with ASU and have an ASURITE ID

Select “ASU user (with ASURITE ID)”

Select “ASU-External Group” as your PI/Group and fill out the rest of the information with your personal information.

If you have an ASU account and have forgotten your ASURITE or password, please follow the “Forgot ID / password” tab or call the ASU Help Center at 1-855-278-5080 to troubleshoot your sign in.
Step 3: If you are NOT an ASU affiliate

Select “Not an ASU user? (no ASURITE ID)"

On the “Start” tab:

Enter your email address that you would like to be affiliated with your iLab account.
*It does not have to be an “institution email address."

Check the box that says, “I’m not a robot.” You will be prompted to select designated images.

Check the box that says “I agree with iLab’s privacy and security policies”

Select **Continue**
Enter your personal information as indicated;
- First Name
- Last Name
- Phone Number (### - ### - ####)
- I am affiliated with the following institution: Type & Select "**Independent User**"
- What is your primary role at the above? Select "**Principal Investigator**"
- Select Continue

On the “Group Associations” tab:

What lab or research group are you associated with?
- **Type Your Full Name**
- Select “**Create New Group**”...

Fill out the “Create New Group” page with your personal information.
On the “Billing Information” tab:

On the last page, input your billing information.

Press “Complete”.

IMPORTANT: There are still more steps after this confirmation page- but you must wait for an email from iLab telling you to create a password.
Step 4: Wait for email from iLab prompting you to create a password.

Step 5: After setting a password, go back to the iLab homepage and select “Available Cores”.

You might need to select the dropdown for more options if your page is blank.
Step 6: Scroll on the page and select “ASU Chandler Innovation Center”

Step 7: click “send access request:"

Step 8: the Hub249 team will approve your membership in iLab and then you will be able to reserve equipment. You will receive an email when this is complete.

Please note rules and regulations around scheduling equipment, clean-up, no-shows, etc. in the Membership agreement addenda.