



UNIVERSITY *of* MARYLAND  
SCHOOL OF MEDICINE

Approving your lab member requests for  
membership in your “iLab”

## HOW TO GET STARTED

*For Faculty PI's*

**CIBR: Center for Innovative Biomedical Resources**

Fueling

*YOUR*

Research

- You will receive an email like the one below
- Follow the first link provided as instructed in the email

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**From:** "no-reply@ilabsolutions.com" <no-reply@ilabsolutions.com>

**Date:** Thursday, October 22, 2015 at 10:29 AM

**To:** Margaret McCarthy <mmccarth@umaryland.edu>

**Subject:** Christopher Wright is requesting access to McCarthy, Margaret (UMB) Lab in iLab

Christopher Wright would like to become a member of your group, so that they can order services from cores. Please visit the URL below to approve or reject their request.

**Instructions**

- 1) Click here: [https://cibr.umaryland.edu/about/show\\_profile/517631?tab=lab\\_requests\\_to\\_join](https://cibr.umaryland.edu/about/show_profile/517631?tab=lab_requests_to_join) - you will be directed to a page where you should login with your iLab or institution credentials
- 2) If you are not re-directed to your lab page, look to the left hand menu for a link called 'my labs' - hover over the link and click on your lab's name.
- 3) Look for the 'Access Requests' panel and click 'approve' or 'reject' for each person

Please contact our support team if you experience any challenges using the system: [support@ilabsolutions.com](mailto:support@ilabsolutions.com) or 617-297-2805.

Best wishes,  
iLab Support

email intended for:

PI(s): [mmccarth@umaryland.edu](mailto:mmccarth@umaryland.edu)

# Follow the link for internal UMB users

You are about to enter the private network of iLab Solutions, LLC. Unauthorized entry and/or use of this system may subject you to both civil and criminal liability under applicable state and/or federal laws and regulation.



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**Internal UMB user :**

Click [here](#) to login or register using your institute login and password.

**Not a UMB user?**

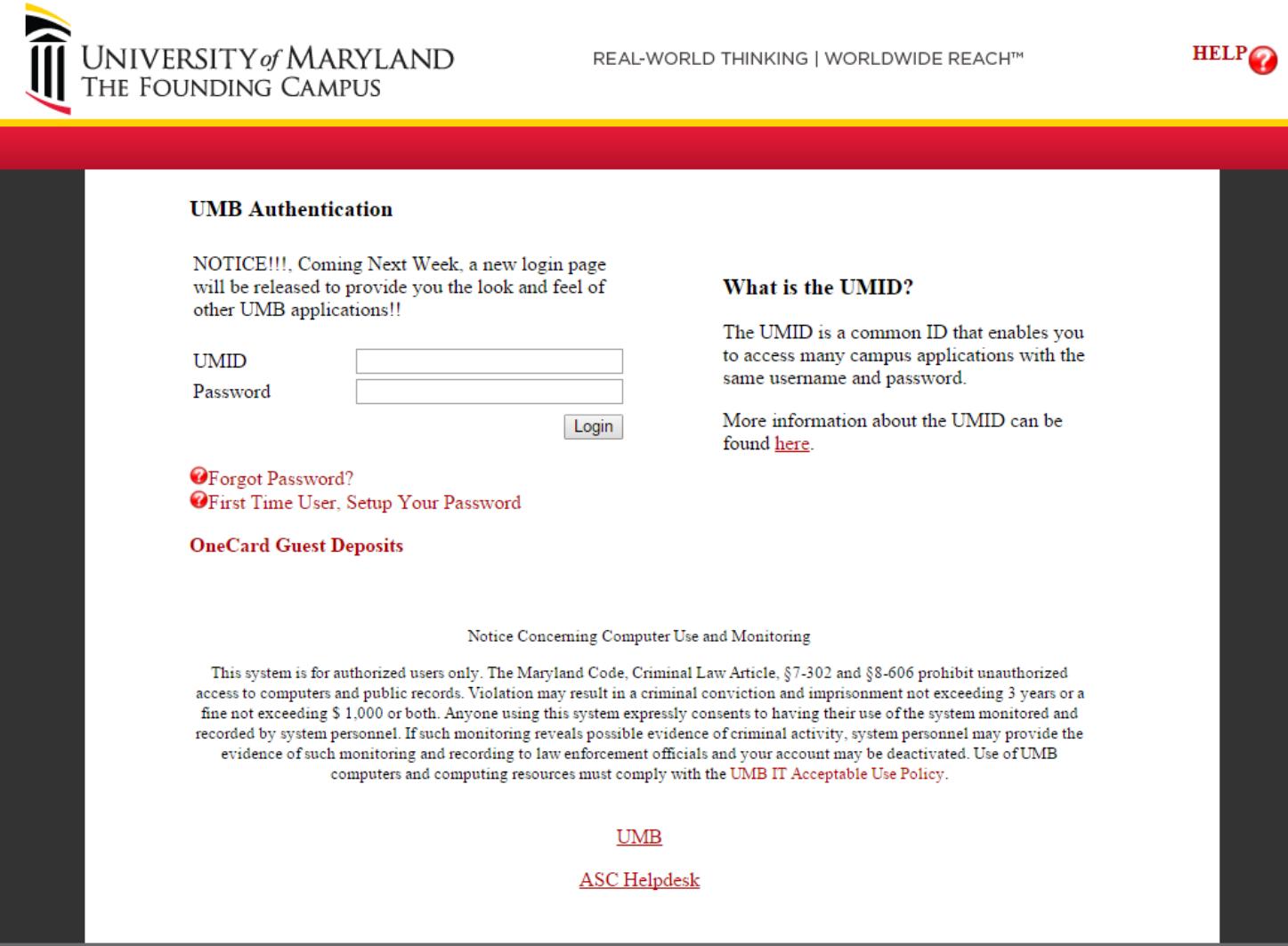
Login using iLab credentials

If you don't have an account, please [register](#) for an iLab account.

Please email support@ilabsolutions.com if you are experiencing problems with your username and password.

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# Use your myUMB ID and password to sign into the iLab portal



The image shows a screenshot of the University of Maryland's login page. At the top, the University of Maryland logo is on the left, followed by the text "REAL-WORLD THINKING | WORLDWIDE REACH™" and a "HELP" button with a question mark icon on the right. The main content area has a red header bar. Below it, the title "UMB Authentication" is displayed. A notice message says: "NOTICE!!!, Coming Next Week, a new login page will be released to provide you the look and feel of other UMB applications!!". There are fields for "UMID" and "Password", a "Login" button, and links for "Forgot Password?" and "First Time User, Setup Your Password". A section titled "OneCard Guest Deposits" is shown in red. At the bottom, a "Notice Concerning Computer Use and Monitoring" is displayed in a red box, followed by a detailed legal notice in smaller text. The page footer includes links for "UMB" and "ASC Helpdesk".

REAL-WORLD THINKING | WORLDWIDE REACH™

HELP

**UMB Authentication**

NOTICE!!!, Coming Next Week, a new login page will be released to provide you the look and feel of other UMB applications!!

UMID

Password

[Forgot Password?](#)  
[First Time User, Setup Your Password](#)

**OneCard Guest Deposits**

Notice Concerning Computer Use and Monitoring

This system is for authorized users only. The Maryland Code, Criminal Law Article, §7-302 and §8-606 prohibit unauthorized access to computers and public records. Violation may result in a criminal conviction and imprisonment not exceeding 3 years or a fine not exceeding \$ 1,000 or both. Anyone using this system expressly consents to having their use of the system monitored and recorded by system personnel. If such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring and recording to law enforcement officials and your account may be deactivated. Use of UMB computers and computing resources must comply with the [UMB IT Acceptable Use Policy](#).

[UMB](#)  
[ASC Helpdesk](#)

home  
communications (0)

core facilities  
my reservations  
view requests  
list all cores  
invoices

reporting  
manage groups  
my labs  
people search

## McCarthy, Margaret (UMB) Lab

Membership Requests & Projects Members (1) Budgets Bulletin board (0) Group Settings

### Membership Requests

An Access Request requires approval

Date	Name	Email	Actions
Oct 22 '15	Christopher Wright	cwrig003@umaryland.edu	<input checked="" type="button"/> Accept <input type="button"/> Reject

### Manage Projects

Click on the check

Name  
Margaret McCarthy

Request access

Disable/Enable P

Please select your time zone from the dropdown below and click "Set"

Time Zone: (GMT-05:00) Eastern Time (US & Canada)

Below is the email address that iLab has on file for you to receive notifications.  
mmccarth@umaryland.edu

If you would like to receive notifications to another email, please update the email address below.  
You can always update this later by clicking on 'my profile' in the upper right.

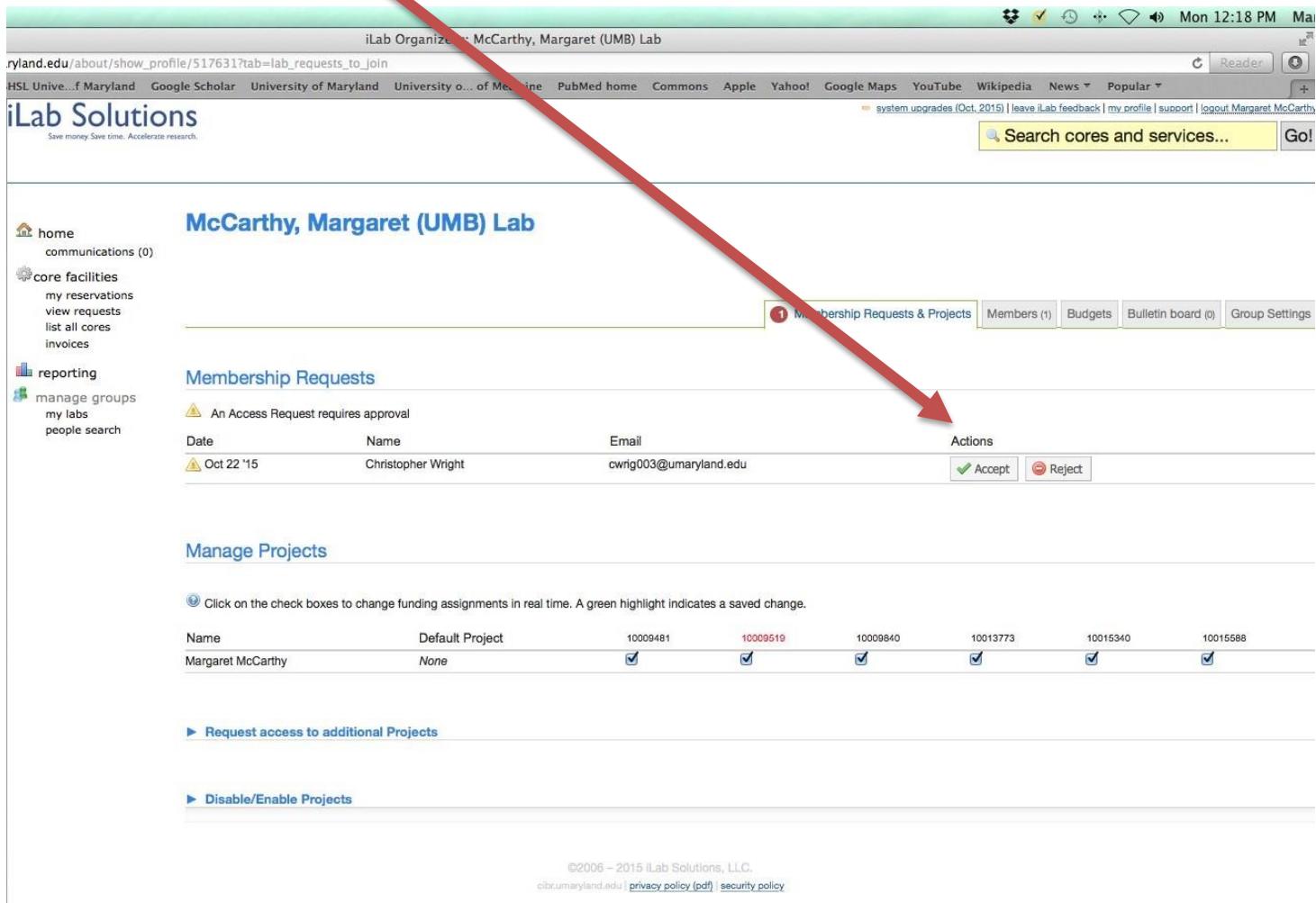
Note: Your login email will remain unchanged.

New email:

Set

“CLICK” on Set if this appears

**If** this is a member of your lab and you would like for this person to be able to place orders for services and/ or equipment time with our core facilities please “CLICK” accept



ryland.edu/about/show\_profile/517631?tab=lab\_requests\_to\_join

McCarthy, Margaret (UMB) Lab

McCarthy, Margaret (UMB) Lab

home communications (0)

core facilities my reservations view requests list all cores invoices

reporting manage groups my labs people search

Membership Requests

An Access Request requires approval

Date	Name	Email	Actions
Oct 22 '15	Christopher Wright	cwright003@umaryland.edu	<input checked="" type="button"/> Accept <input type="button"/> Reject

Manage Projects

Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change.

Name	Default Project	10009481	10009519	10009840	10013773	10015340	10015588
Margaret McCarthy	None	<input checked="" type="checkbox"/>					

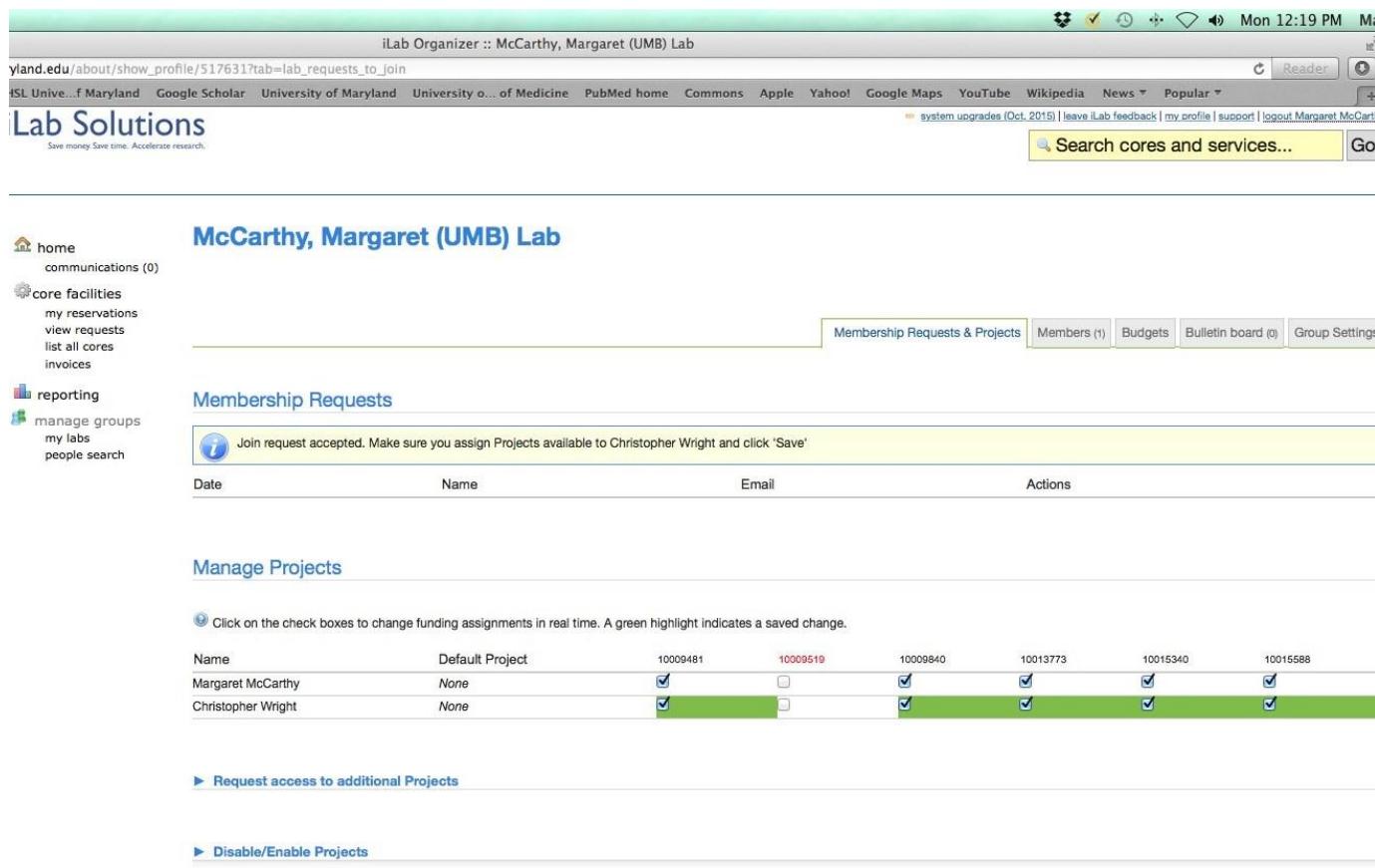
Request access to additional Projects

Disable/Enable Projects

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cibr.umd.edu | [privacy policy \(pdf\)](#) [security policy](#)

**Then** select which of your project ID's (grants) you would like the staff member to be able to use when ordering services and/ or equipment time.

That is all that needs to be done at this time!



**McCarthy, Margaret (UMB) Lab**

**Membership Requests**

Join request accepted. Make sure you assign Projects available to Christopher Wright and click 'Save'.

Date	Name	Email	Actions
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**Manage Projects**

Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change.

Name	Default Project	10009481	10009519	10009840	10013773	10015340	10015588
Margaret McCarthy	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Christopher Wright	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

► Request access to additional Projects

► Disable/Enable Projects

## Things to remember:

- This is a new system so we expect there to be some “speed bumps” and requests for assistance as we implement it
  - For “use of system” questions please contact Tom McHugh [tmchugh@som.umaryland.edu](mailto:tmchugh@som.umaryland.edu) or Sanjay Uchil [suchil@umaryland.edu](mailto:suchil@umaryland.edu)
- *Note: Your project(s) will not be charged until services had been rendered and then typically only at the end of any given month*

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