

Part I: Requesting Access to iLabs

Step 1: Please make sure your first and last name is set to public in <https://stanfordyou.stanford.edu>

Step 2: Point your browser to <https://stanford.ilabsolutions.com/sc/353/srwc-bambi-business-center-worksite>

Stanford University

Click on sign-up → sign up login

About List of Shared Scientific Facilities Search Shared Scientific Facilities

Welcome to Stanford University's Shared Scientific Facilities Management System

Photo Credit: Linda A. Cicero / Stanford News Service

This web-based scheduling, ordering, and billing system (commonly referred to as "iLab", after it's commercial supplier) is used to manage twenty-six of the shared scientific facilities at Stanford University. These facilities provide access to state-of-the-art instrumentation, expert staff, and specialized scientific services. They are open to all Stanford University researchers and many of them also provide services or access to instrumentation to other academic, non-profit, and for-profit researchers.

You can browse through the services and instrumentation from the List of Core facilities, or Search for them in the Search tab. In order to use the facilities managed via this system, you will need to establish an account. You can do that by following the "Login" link in the upper right of this page (note that we suggest that you avoid using Internet Explorer). Stanford researchers should login using their SUNET IDs. If you don't already have an account in the system, you will be asked for some information, including selecting your PI to establish your membership in a research group. In order to register, your name must be set to "Public" in StanfordWho. PIs and researchers with their own fellowships will already have accounts in the system and can just login. If you need to be added to additional research groups (e.g. researchers with their own fellowships who want to use their PI's funding), please contact ilab-support at aglient.com. Non-Stanford users with accounts can also use the "login" link and then login using their iLab credentials. New non-Stanford users should use the "sign-up" link to establish a new account (more details [here](#)).

Need Help?

Able to login: Click the "HELP" link in the upper right hand corner of the iLab application to log a support request.

Stanford (SUNETID) Users who are unable to login: Email bkloch@stanford.edu. DO NOT contact him about Alternative Worksites or Bambi, please contact drochoa@stanford.edu for all Alternative Worksites and Bambi.

Non-Stanford users who are unable to login: Email ilab-support@aglient.com.

Step 2: Click on the option to login as a Stanford User (with SUNet) and proceed through the standard SUNet login procedure. Note that separate two-step authentication is required.

Stanford University

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Welcome to Stanford University's Shared Scientific Facilities Management System

Photo Credit: Linda A. Cicero / Stanford News Service

Stanford user (with Sunet):
Click [here](#) to login or register using your institute login and password

Not a Stanford user? (no Sunet)
Click [here](#) to sign up for an iLab account

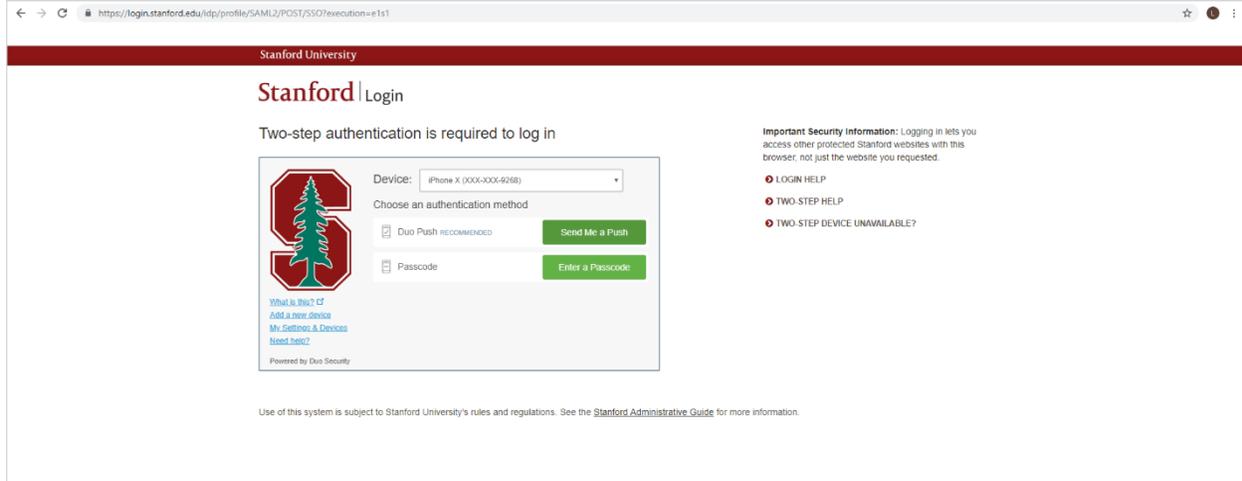
Click "here" and you will be redirected to Stanford's Two-Step authentication page

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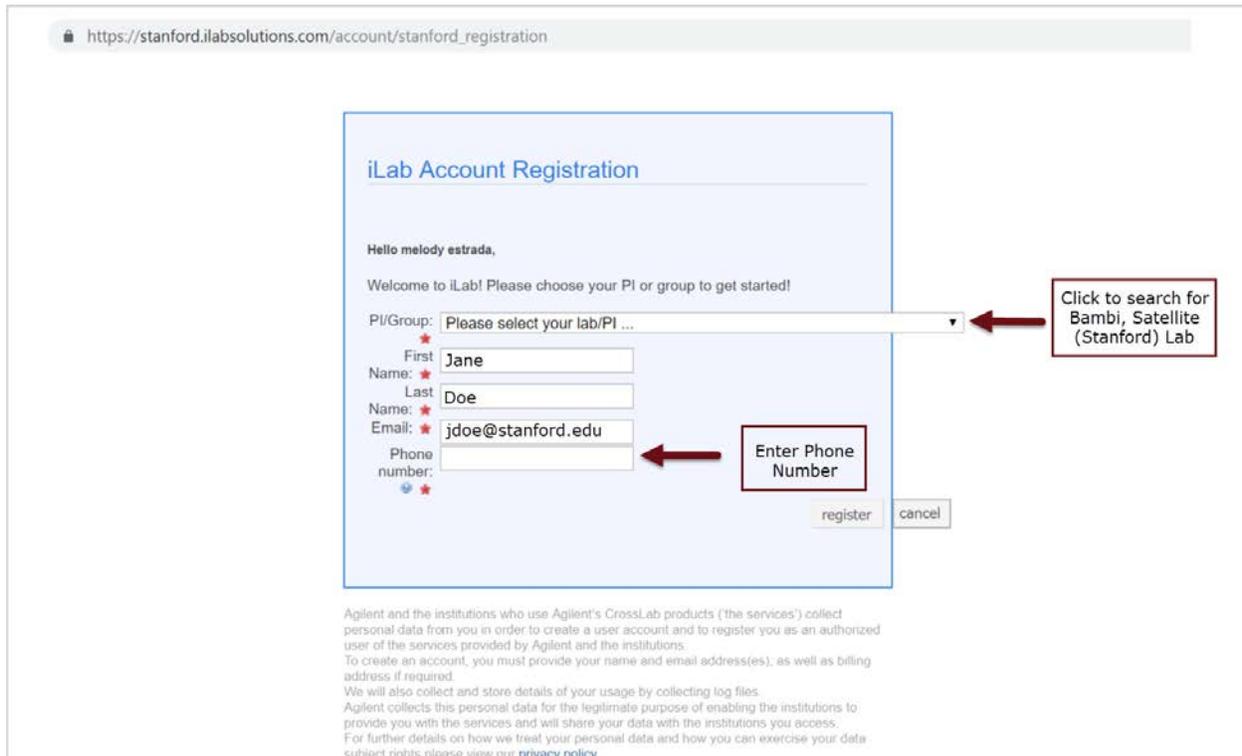
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Step 3: Complete DUO two-step authentication.



The screenshot shows the Stanford University login page. At the top, it says "Stanford University" and "Stanford | Login". Below that, it states "Two-step authentication is required to log in". There is a form with a "Device" dropdown menu set to "iPhone X (000-000-4268)". Under "Choose an authentication method", there are two options: "DUO Push RECOMMENDED" with a "Send Me a Push" button, and "Passcode" with an "Enter a Passcode" button. To the right, there is "Important Security Information" and links for "LOGIN HELP", "TWO-STEP HELP", and "TWO-STEP DEVICE UNAVAILABLE?". At the bottom, there is a note: "Use of this system is subject to Stanford University's rules and regulations. See the [Stanford Administrative Guide](#) for more information."

Step 4: Complete registration form. (See additional steps below for details on submitting this section).



The screenshot shows the "iLab Account Registration" form. The URL in the browser is "https://stanford.ilabsolutions.com/account/stanford_registration". The form is titled "iLab Account Registration" and says "Hello melody estrada, Welcome to iLab! Please choose your PI or group to get started!". There is a dropdown menu for "PI/Group:" with the text "Please select your lab/PI ...". Below that are fields for "First Name" (Jane), "Last Name" (Doe), "Email" (jdoe@stanford.edu), and "Phone number:". There are "register" and "cancel" buttons. A red box with an arrow points to the "PI/Group:" dropdown menu with the text "Click to search for Bambi, Satellite (Stanford) Lab". Another red box with an arrow points to the "Phone number:" field with the text "Enter Phone Number". At the bottom, there is a privacy policy notice: "Agilent and the institutions who use Agilent's CrossLab products ('the services') collect personal data from you in order to create a user account and to register you as an authorized user of the services provided by Agilent and the institutions. To create an account, you must provide your name and email address(es), as well as billing address if required. We will also collect and store details of your usage by collecting log files. Agilent collects this personal data for the legitimate purpose of enabling the institutions to provide you with the services and will share your data with the institutions you access. For further details on how we treat your personal data and how you can exercise your data subject rights please view our [privacy policy](#)."

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Step 5: Select option “Bambi, Satellite (Stanford) Lab

https://stanford.ilabsolutions.com/account/stanford_registration

iLab Account Registration

Hello melody estrada,
Welcome to iLab! Please choose your PI or group to get started!

PI/Group:

- ★ Baker, Steven (Stanford) Lab
- ★ Baker, Steven (Stanford) Lab
- ★ Baker, Valerie (Stanford) Lab
- ★ Balagtas, Jay (Stanford) Lab
- ★ Balboni, Imelda (Stanford) Lab
- ★ Balchandani, Priti (Stanford) Lab
- ★ Ball, Armetha (Stanford) Lab
- ★ Ball, Tali (Stanford) Lab
- ★ Ballon, Jacob (Stanford) Lab
- ★ **Bambi, Satellite (Stanford) Lab**
- ★ Bampos, Nicholas (Stanford) Lab
- ★ Bammer, Roland (Stanford) Lab
- ★ Bammer, Roland (Stanford) Lab
- ★ Banaei, Niaz (Stanford) Lab
- ★ Banerjee, Dipanjan (Stanford) Lab
- ★ Banerjee, Shilajeet (Stanford) Lab
- ★ Banerjee, Subhas (Stanford) Lab
- ★ Bank, Steven (Stanford) Lab
- ★ Bao, Xiaomin (Stanford) Lab
- ★ Bao, Zhenan (Stanford) Lab

Agilent and the institutions who use Agilent's CrossLab products ("the services") collect personal data from you in order to create a user account and to register you as an authorized user of the services provided by Agilent and the institutions. To create an account, you must provide your name and email address(es), as well as billing address if required. We will also collect and store details of your usage by collecting log files. Agilent collects this personal data for the legitimate purpose of enabling the institutions to provide you with the services and will share your data with the institutions you access.

Step 6: After submitting your information, click on “register.”

https://stanford.ilabsolutions.com/account/stanford_registration

iLab Account Registration

Hello melody estrada,
Welcome to iLab! Please choose your PI or group to get started!

PI/Group:

★

Name: ★

Name: ★

Email: ★

Phone number:

★

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Step 7: Arrive at landing page for successful request submission. Next steps, you will be receiving an email from Denise Ochoa, Business Affairs Facilities Manager.

Agilent
CrossLab | iLab Operations Software

Hello Jane Doe,

Your account activation is currently pending the approval of your membership to the following lab:

- Bambi, Satellite (Stanford) Lab

We have notified the institutional administrators of your request, and they will be reminded each business day if they have not approved your account. You can send an immediate reminder by clicking the 'Send Reminder' button below.

[Send Reminder to the Designated Approver](#)

If your request is urgent, please click on the button below and we will do our best to follow up with the appropriate individuals to verify your account.

[Request Assistance](#)

[Back to Login Page](#)