

Create an iLabs Account Thru Anchor

Click on the “eCores” link under “Research Resources” on the Anchor home page.

The screenshot shows the Anchor website home page. The main heading is "The Research Institute". Below it, there are four columns of links: "Get Help", "Employee Resources", "Research Resources", and "Admin Resources". In the "Research Resources" column, the "eCores" link is highlighted with a red arrow. A box labeled "Step 1" is positioned to the right of the "eCores" link. Other sections include "Important and Popular Links", "Employee Interests", and "News and Announcements".

Click on “Register” on the eCores home page.

The screenshot shows the eCores home page. At the top, there is a search bar and navigation menus. The main heading is "HOME". Below it, there is a section titled "eCores - Home" with a list of links: "Register", "Getting Started", "Ordering a Service", "How to Schedule Equipment", "Payment Information", and "PI Approval". A red arrow points to the "Register" link. A box labeled "Step 2" is positioned over the "Register" link. The page also features a "Page Rating" section and a "List of all cores" section.

Click on the core facilities account link and follow the instructions for creating your iLabs account.

The screenshot shows a web browser window with the URL <http://rex/RT/Training/eCores/Pages/Register%20for%20an%20Account.aspx>. The page title is "Register for an Account". On the left, there is a navigation menu with links: "How to Schedule Equipment", "Payment Information", and "PI Approval". The main content area has a "Register" heading and instructions: "To order a service or schedule equipment from any of our cores you must use eCores. To register for an account go here: <https://nch.corefacilities.org/account/saml/nch>". A red arrow points to this link, and a box labeled "Step 3" is next to it. Below the instructions is a login form for Nationwide Children's Hospital with fields for "Username:" and "Password:", a "Log In" button, and a link "Click here if you've forgotten your password." Below the login form, it says "You will be prompted to fill out a registration form:". A callout box highlights the "eCores Registration" form. In this form, the "I have access to:" dropdown menu is set to "Research Funds" and is annotated with "pull-down for payment access". Below it, the "Please select a Lab" dropdown is annotated with "pull-down for lab". The form also includes fields for "your first name:", "your last name:", "your email:", "phone number:", and "PI's phone number:", along with "register" and "cancel" buttons.

The screenshot shows the "eCores Registration" form. A callout box at the top says "Please contact RIS if you have any questions at 614-355-2730". Below the form, there is a note: "Pay particular attention to the first question. If you select Research Funds you will be registered as a Research user and only have access to Research Funds. If you select Hospital Funds you will be registered as a Hospital user and have access to both Research and Hospital funds." The form itself has the "I have access to:" dropdown menu set to "Hospital Funds". A callout box points to this dropdown with the text: "requested updates to the pull-down menu for payment access. If you have research funds, we require you to use the lab pull-down." The form also includes fields for "Your name:", "your email:", "Your phone:", "Group Name:", "Group Leader:", "Group Leader Email:", "Financial Admin name:", "Financial Admin email:", and "Financial telephone:", along with a "Request Account" button. At the bottom, it says "Please contact RIS if you have any questions at 614-355-2730". Below the form, there is a note: "Click 'Request Account' to finish your registration. It will take up to 24 hours to set up your account. You will be notified when you are accepted into your lab and have access to place an order." A final note states: "Note : you must be accepted into your requested lab before you will have access to order."