Albert Einstein College of Medicine

External User Registration

Important: All Einstein and Montefiore affiliated individuals should access iLab using active directory credentials.

External users must have either a Purchase Order Number from their employer or a contract number assigned by the Office of Shared Scientific Resources in order to request services from Einstein Core Facilities. If you have any questions about this, please email ilabadministrator@einsteinmed.edu.

1. Go to https://einstein.ilabsolutions.com and click the register link to begin the account setup process.

2. Complete all required personal information.
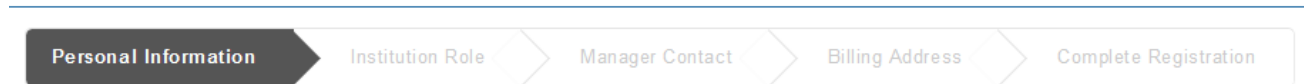
3. Select your role and provide a lab administrative contact (if there is one).

| Personal Information | **Institution Role** | Manager Contact | Billing Address | Complete Registration |

You are requesting access to the Albert Einstein College of Medicine's service centers.

What is your primary role at ⬛⬛⬛⬛⬛ ⬛⬛⬛⬛⬛?
Please select 'Principal Investigator' if you manage your own research and have your own funding.

Principal Investigator ▾

Your lab's name:

⬛⬛⬛ ⬛⬛⬛⬛⬛ *

⚠ You have chosen to create a new institution and thus no existing labs are available. If you think your lab and your institution are already registered, please click "back" and search for your institution in the previous step.

☐ Is your lab already registered with iLab?

Is there another person in your lab who helps manage lab memberships, fund assignments and spending approval?
⦿ Yes
◯ No

[BACK] [START OVER]   [CONTINUE]

4. Provide your billing information.

| Personal Information | Institution Role | Manager Contact | **Billing Address** | Complete Registration |

You are requesting access to the Albert Einstein College of Medicine's service centers.

☑ Associate a new billing address to my account.

Billing Information
iLab is free… but we still need your billing information so core facilities can charge you when necessary. Consider the payment method you intend on using when entering the billing address.

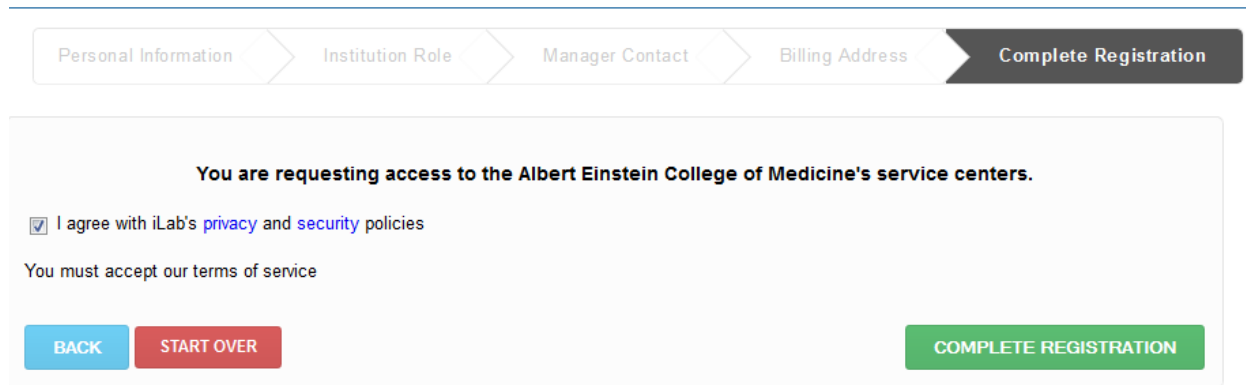Institution to Bill:

⬛⬛⬛⬛ *

Attn (name of billing contact):

⬛⬛⬛ *

Email (email of billing contact):

⬛⬛⬛⬛ *

Department to Bill:

⬛⬛ *

Billing Address:

⬛⬛⬛ *

Billing Address 2:

4. Complete the registration process.
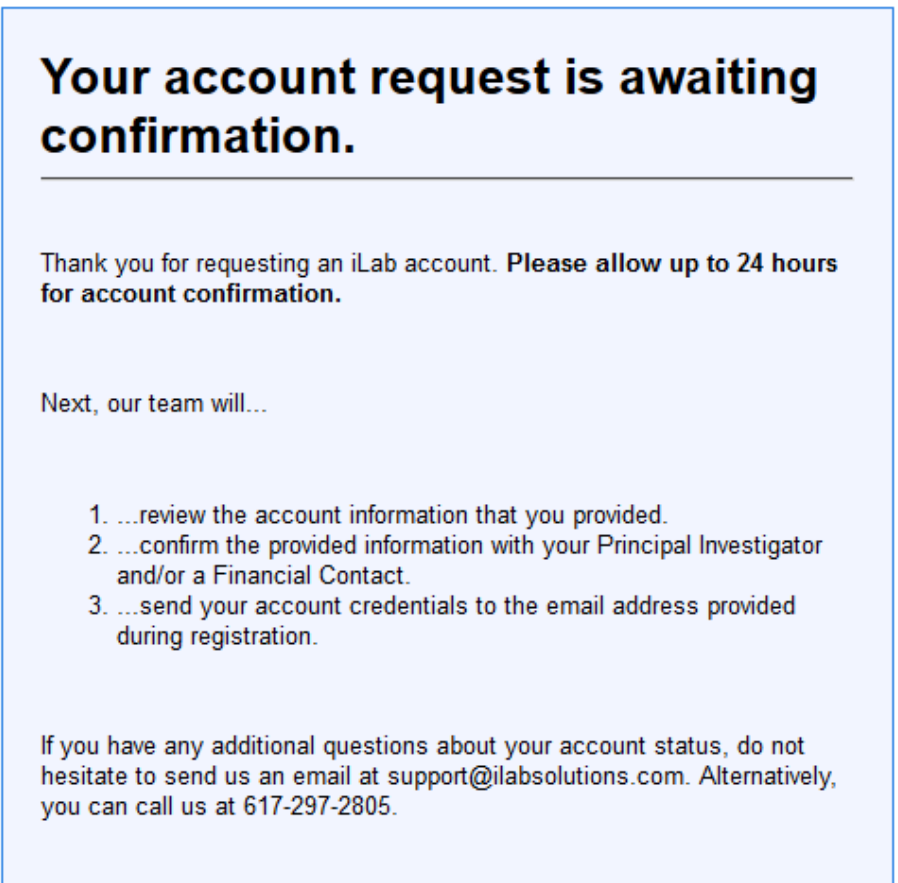
5. Your account will be activated by iLab within 24 hours. Please email ilabadministrator@einsteinmed.edu as well so we know you have created your account.