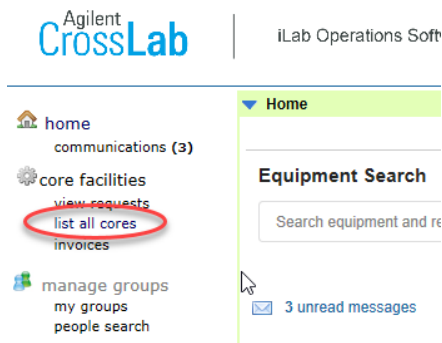


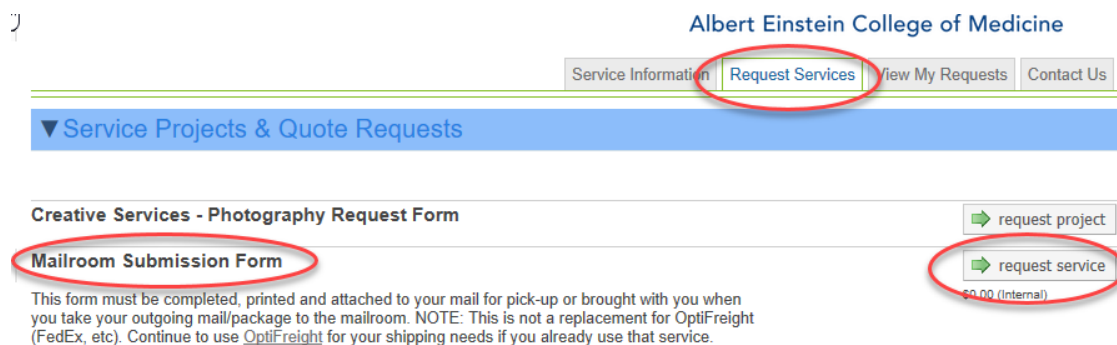
## MAILROOM PROCEDURE FOR ILAB

Note: If you are using iLab for the first time, you may have to setup your account. See page 3 for instructions. If you have any issues or would like training for using iLab, please email [ilabadministrator@einstein.yu.edu](mailto:ilabadministrator@einstein.yu.edu) or call 718-839-7496.

1. Log in to iLab with your AD credentials (same user name and password you use for email or other Einstein systems): <https://einstein.ilabsolutions.com/>
2. Click on “List All Cores” on the left menu, then on the next page click on “Einstein Administrative Services”



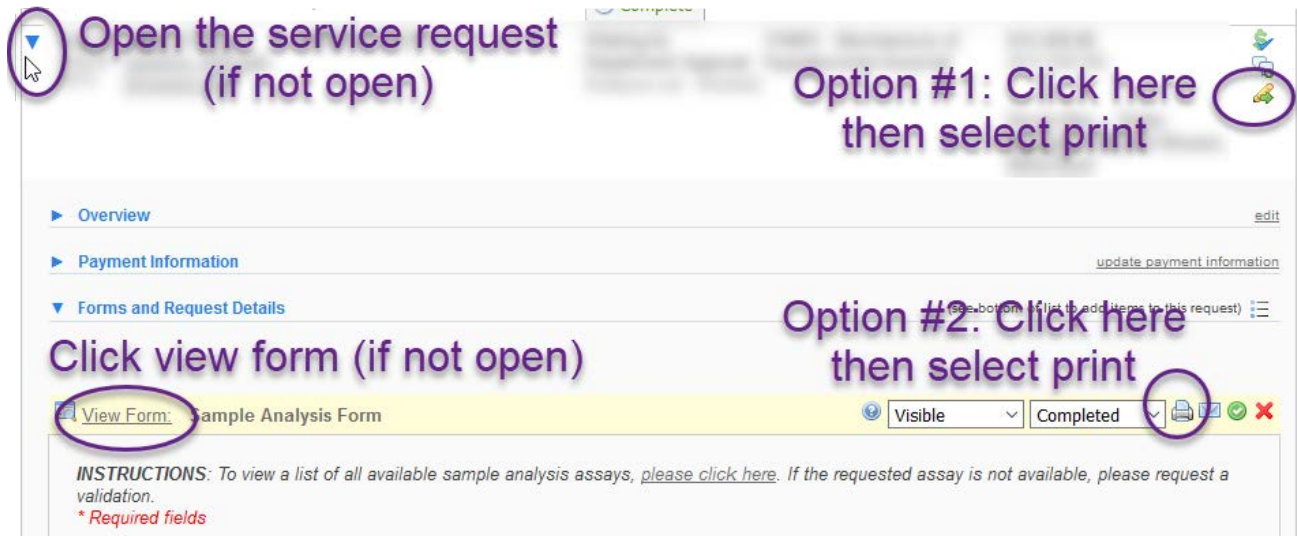
3. Make sure you are on the Request Services tab, then click the “request service” button for the Mailroom Submission form.



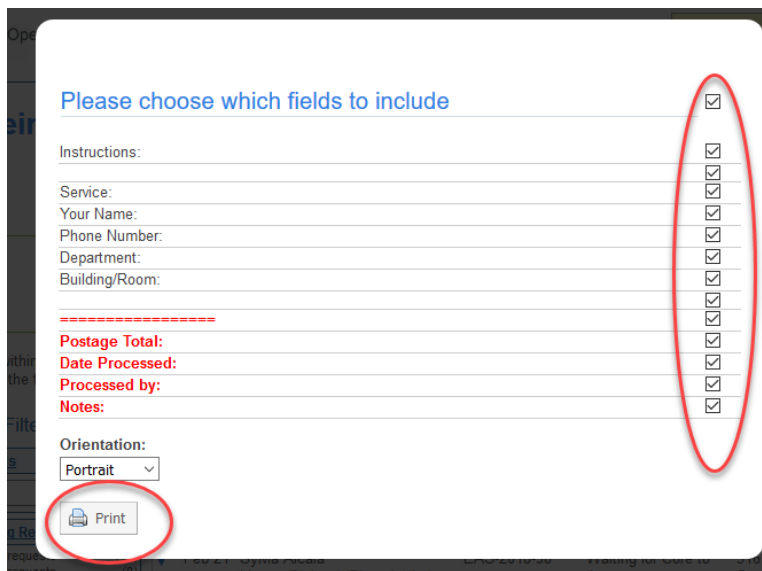
4. Fill out the form, select your index at the bottom and hit the “submit request to core button.”

**Note:** *If you do not see the index you need, please contact [ilabadministrator@einstein.yu.edu](mailto:ilabadministrator@einstein.yu.edu) as we may need to set that up for you. You can click the “save draft request” button so you can come back to your request.*

5. Your request now has an ID number assigned (EAS-2018-111 for example). Please print the form using one of the two available methods as shown in the image below.



6. Make sure all boxes are checked at the right of the pop-up box and then hit the print button. iLab will generate a PDF form that you can save/open and then print.



7. Attach the printed form to your mail. Please note that you can have one form for multiple pieces of mail provided you want to pay for all that mail with one index. If you are submitting mail to be charged against more than one index, you will need a new form for each index.

## iLab User Sign-In/Registration/Account Activation

**Important info for Einstein & Montefiore Staff:** All Einstein and Montefiore affiliated individuals should access iLab using active directory credentials (the same username and password you use to access webmail). If you do not have active directory credentials and you are employed by Einstein or Montefiore, your department administrator must complete the on-boarding process for you.

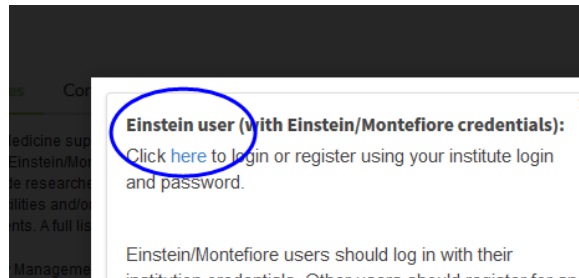
**Important info for Volunteers or other Non-Hires at Einstein/Montefiore:** If you are a volunteer or other non-hire working in a lab, please email [ilabadministrator@einstein.yu.edu](mailto:ilabadministrator@einstein.yu.edu) with your first name, last name, PI name and preferred email address. We will initiate setup of your active directory account. Once the Active Directory account is created, you can follow the steps below. Password issues require assistance from the Montefiore IT Service Desk for Einstein which can be reached at 914-881-4554.

1. Go to <https://einstein.ilabsolutions.com> and click the “login” button to log in as an Internal Einstein User. **Note: This step applies to both Einstein and Montefiore employees, volunteers, non-hires, etc., even if you are logging into iLab for the first time. If you cannot access this page from the Einstein campus, please try this browser fix: <http://10.129.56.51/BlueCoat/>**



-- OVER --

2. In the pop-up box, click the “here” link in the Einstein user section to sign in with your active directory credentials.



3. On the next page, enter your username and password and hit the Log On button. **Note: DO NOT use YUAD in front of your user name. That was only necessary when iLab was connected to Yeshiva Active Directory.**

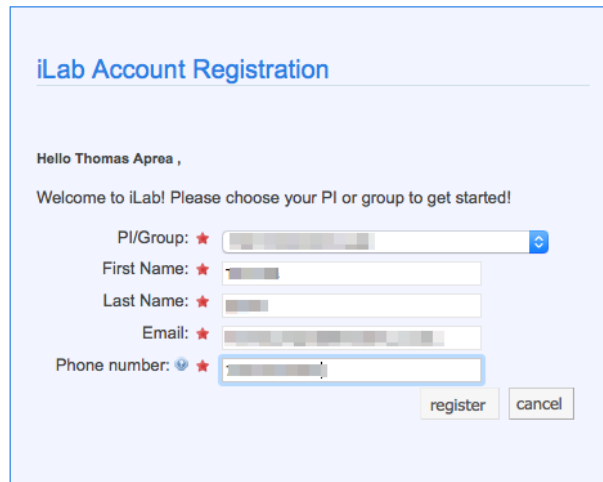
# Montefiore

SIGN IN WITH YOUR MONTEFIORE ACCOUNT

Login ID:   
Password:

Log On

4. If you are accessing the system for the first time you may be prompted to select your time zone and to request access to a PI's lab. Once you have requested access to your PI's lab (or your department/office if you are a non-researcher using the system) either the PI, a departmental administrator or a lab manager will be able to approve your access to the lab and provide you with a fund number(s) to use when requesting services from core facilities. **You cannot access core or departmental services without having a lab/office and a fund assignment in the system.**



The image shows a web form titled "iLab Account Registration". The form is set against a light blue background. At the top, it says "Hello Thomas Aprea ,". Below that, it says "Welcome to iLab! Please choose your PI or group to get started!". The form contains several input fields: "PI/Group:" with a dropdown menu, "First Name:" with a text box, "Last Name:" with a text box, "Email:" with a text box, and "Phone number:" with a text box. There are red stars next to the "PI/Group:", "First Name:", "Last Name:", "Email:", and "Phone number:" labels. There are also blue stars next to the "PI/Group:" and "Phone number:" labels. At the bottom right of the form, there are two buttons: "register" and "cancel".

©2006 – 2015 iLab Solutions, LLC. [privacy policy \(pdf\)](#) | [security policy \(pdf\)](#)

If you experience delays in obtaining access to a PI lab or if you have any difficulties logging in, please contact us at [ilabadministrator@einstein.yu.edu](mailto:ilabadministrator@einstein.yu.edu).