In Vivo Imaging System Facility (IVIS) – Scheduling Time on the Device

First time users of iLab must log-in to the system and request access to their PI’s lab. You can access core services only after your access has been approved and your PI or departmental administrator has assigned a fund number to your account.

1. Log-in to iLab using either the direct link to the core’s page or go to www.einstein.ilabsolutions.com and navigate to the core page by using the menu on the left of your screen.

2. Click on the Schedule Equipment tab if you have not already been automatically directed to that page. Click the “view schedule” button to open the calendar for the IVIS.

**Note:** New users must first contact the core directly to set up time for training before you are given access to schedule time on the device. Please go to #6 on this list for further information.

3. Click and drag to select a reservation time.
4. Review your reservation details. You can edit the date/times fields if your click and drag did not accurately capture your desired start/end times. **You must also provide your animal protocol information on the right side of the reservation form.**

5. Select your fund number to pay for your usage and then hit save reservation to complete your reservation. You will receive an email from iLab confirming your reservation.

**Note:** it is recommended that you add the @ilabsolutions.com domain to your safe senders list. Please review these instructions to do so in Outlook.
6. If you are a new user of the IVIS facility, you require training. Please go to the Request Services tab and click the request service button to the right of Consultation and Training Request to initiate this process. The core will contact you to schedule a time after you submit the training request for through iLab.