Internal User Registration/Account Activation

**Important:** All Einstein and Montefiore affiliated individuals should access iLab using active directory credentials. If you do not have active directory credentials and you are employed by Einstein, your department administrator must complete the on-boarding process for you. If you are a volunteer or other non-hire working in a lab, please email 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](https://einstein.ilabsolutions.com) and click the link to log in as an Internal Einstein User.

2. On the next page, enter YUAD\ in the user name field followed by your username. Enter your password and hit the Sign in button. **Note that you must use the YUAD\username format in order for the system to authenticate you and allow you to log in.**
3. 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 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 services without having a lab and a fund assignment in the system.**

If you experience delays in obtaining access to a PI lab, please contact us at ilabadministrator@einstein.yu.edu.