Internal OHSU Clients iLab Setup

Lab Setup

1) Navigate to the [iLab login page](https://ohsu.corefacilities.org/account/login)

2) As an internal OHSU user you will already have an account in iLab. Simply follow the link and login using your OHSU credentials.

3) Once you have successfully logged in, navigate to the [Gene Profiling/RNA and DNA Services Shared Resource](https://ohsu.corefacilities.org) page. (We recommend that you bookmark this page for future use.)

4) *Steps 4-8 are for PI's only.* On the left hand side of the page click the “my labs” link and select your lab (#2 in screenshot below).

5) Click on the “Members” tab. You can manually bring your lab members into your lab here using the “Add an existing user” feature (6).

6) You can customize your auto approval threshold (5) as well as designate one of your Lab members as a ‘manager’ by clicking on the pencil icon and selecting ‘manager’ from the dropdown (7). This manager will then have the ability to be your financial proxy in the iLab system and manage your lab’s financials for you (recommended).
7) Once you have brought your lab members into your lab, click on the “Membership Requests & Aliases” tab.

8) Here you will see a list of your Lab members as well as a list of Aliases. Simply designate the correct alias to each lab member and you have completed the lab setup.
Internal OHSU Clients iLab Setup

Ordering Oligo’s

1) Once you have finished setting up your lab, you can navigate back to the Gene Profiling/RNA and DNA Services Shared Resource page.

2) Click on the “Request Services” tab (1), then scroll down and click on the “Oligo Synthesis” link (2). Click on the “Initiate Request” button to gain access to the submission form (3).

3) Once you have opened the order form, scroll down to the bottom, type and then select the appropriate alias from the drop down menu. Then submit the form.

4) Once you have submitted the service request, navigate to the “View My Requests” tab, open the service request using the blue arrow and copy the IDT Portal URL into another tab in your web browser.
Internal OHSU Clients iLab Setup
Internal OHSU Clients iLab Setup

IDT Portal

1) Once you have navigated to the IDT/OHSU portal, you will need to create an account before you are given access. Please set up an account and fill out the information using the same info as when you set up your iLab account.

2) Once logged in, make your order, checkout as you normally would, and it will be charged to our Core account. The core will add the cost of your order to your service request in iLab and bill you at the end of the month.

3) We ask that you create a new service request in iLab EACH TIME YOU MAKE AN OLIGO ORDER.