Core Customer (non-PI)

Logging in first time:
- Go to https://utsw.corefacilities.org/service_center/show_external/4313
- Log in with your UTSW credentials
- If you are taken to a registration page, please contact support@ilabsolutions.com
- Update your time zone
- Choose your PI
- After your first log in only, your PI must accept you into their “lab.” This will then allow you access to sub ledgers.

Subsequent Log ins:
- At subsequent log ins, you should land on your homepage
- On your homepage you can view quick links to frequently used facilities, view requests that require attention and view a list of your reservations.

1) home – communications menu options
2) core facilities – my reservations, requests of services or projects, list of cores you can access
3) manage groups – my labs to see details about your lab and lab members
4) Links to view updates, contact iLab support, manage your account, manage your support tickets, and view help documents
5) Search bar
6) Help tab