

MCW iLab Portal

External User Registration Instructions

Start

From mcw.ilab.agilent.com, click the blue **sign-up** button in the upper right corner. In the pop-up window, click **here** in the “Not an MCW user?” box to be taken to the iLab registration form.



MCW user : ✕

Click [here](#) to login or register using your institute login and password.

Not a MCW user?

Click [here](#) to signup for an iLab account.

Enter your e-mail address, verify the CAPTCHA requirement and agree to iLab's privacy and security policies.

Start Personal Information Group Associations Billing Information

**You are requesting access to the
Medical College of Wisconsin's service centers.**

* Please enter your institution email address

 I'm not a robot 
reCAPTCHA
Privacy - Terms

I agree with iLab's [privacy](#) and [security](#) policies

Cancel **Continue**

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Personal Information

Next, enter your personal information. The institution field may be pre-populated based on the e-mail address, otherwise begin typing to find your institution. If your institution is not listed, you may submit a request to create it by typing the name and selecting the (create new) option.

NOTE: If you are an MCW medical/pharmacy student, resident, or clinical fellow who will be requesting Poster Printing services, enter **Medical College of Wisconsin EXTERNAL** as your institution.

Start Personal Information Group Associations Billing Information

**You are requesting access to the
Medical College of Wisconsin's service centers.**

* First Name

* Last Name

Phone Number

* I am affiliated with the following institution

* What is your primary role at the above?

[Cancel](#) [Back](#) [Continue](#)

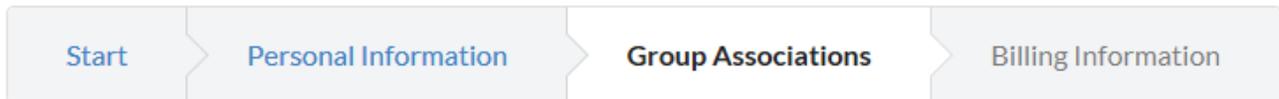
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Group Associations

The third step prompts you to indicate the Lab you are associated with. You may enter the PI name or financial approver and the system will search for a group meeting that information. If there is no existing Lab/Group yet, you can use "Create New Group" to create a new Lab/Group.

NOTE: If you are an MCW medical/pharmacy student, resident, or clinical fellow who will be requesting Poster Printing services, enter **Poster Printing Cash Orders and External Customers (MCW EXT) Lab** as your group.



**You are requesting access to the
Medical College of Wisconsin's service centers.**

* What lab or research group are you associated with?

Please type the name of your group ▼

Hint: You can also search using your PI or Manager Name

CancelBackComplete

Billing Information

The fourth step may not be required for the institution you are registering with, in which case you would have been prompted to complete the process after the "Group Associations" step. However, if Billing Information is required, you will be prompted to enter the full address of your institution.

The screenshot shows a registration form with a progress bar at the top containing four steps: Start, Personal Information, Group Associations, and Billing Information (which is highlighted with an orange border). The main heading reads: "You are requesting access to the Help Site Documentation Institution's service centers." Below this, a red note states: "Billing information is required for core facilities to be able to charge when necessary." A checked checkbox is labeled "Associate new billing address to my account". The form contains several input fields: "Billing Contact Name" (with a dropdown for "Institution / Department"), "* Billing Address" (with a dropdown for "Address line"), "* City", "State / Province" (with a dropdown for "Country"), and "* Zip / Postal Code". At the bottom, there is an unchecked checkbox "Add shipping address if different from billing" and three buttons: "Cancel", "Back", and "Complete".

After the final step, your registration can be completed. If your registration meets the following conditions, it will be completed momentarily, you will receive a confirmation e-mail and the PI and Lab/Group managers will be notified:

- The institution you are registering with already exists in iLab
- The registration e-mail address matches a known institutional domain
- The Lab/Group you are registering with already exists in iLab

If these conditions are not met, your registration will be manually reviewed and account creation (or rejection) may take up to 24 hours.

For help, contact iLab@mcw.edu.