

PATHOLOGY CORE

CHOP iLab External Customer Registration

Start

You will receive a registration link from the specific core you are looking to access. (Or you can use this link (<https://chop.ilab.agilent.com/account/login>) and choose “register” in the top right, then continue with these instructions). Accessing this link will bring you to the first step of the Registration interface, where you enter your e-mail address, verify the CAPTCHA requirement and agree to iLab's privacy and security policies.

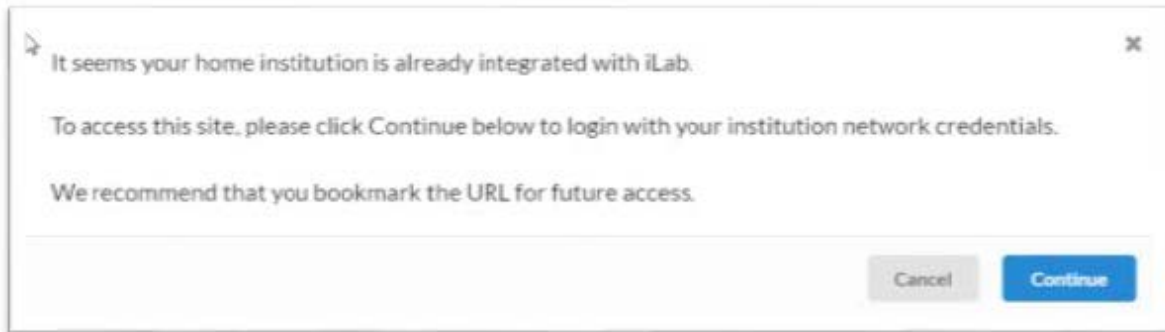
The screenshot shows a registration interface with a progress bar at the top containing four steps: 'Start', 'Personal Information', 'Group Associations', and 'Billing Information'. The 'Start' step is highlighted with an orange border. Below the progress bar, the main content area contains the following elements:

- Header text: "You are requesting access to the Help Site Documentation Institution's service centers."
- Text prompt: "* Please enter your institution email address"
- Email input field: A text box with a small icon on the right side.
- CAPTCHA: A box containing an unchecked checkbox labeled "I'm not a robot" and a CAPTCHA image with the text "reCAPTCHA Privacy - Terms" below it.
- Agreement: An unchecked checkbox labeled "I agree with iLab's [privacy](#) and [security](#) policies".
- Buttons: A "Cancel" button and a blue "Continue" button.

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Your e-mail address will be reviewed, and if your institution has an ID Integration, the registration process will redirect you to your own institutions authentication system:



PERSONAL INFORMATION

The second step of the process requires you to complete your personal information. The institution field may be pre-populated based on the e-mail address, but this selection can be overridden.

Start Personal Information Group Associations Billing Information

You are requesting access to the
Help Site Documentation Institution's service centers.

* First Name 1

* Last Name

Phone Number

* I am affiliated with the following institution
 Please type the name of your institution

* What is your primary role at the above?
 Please select a role

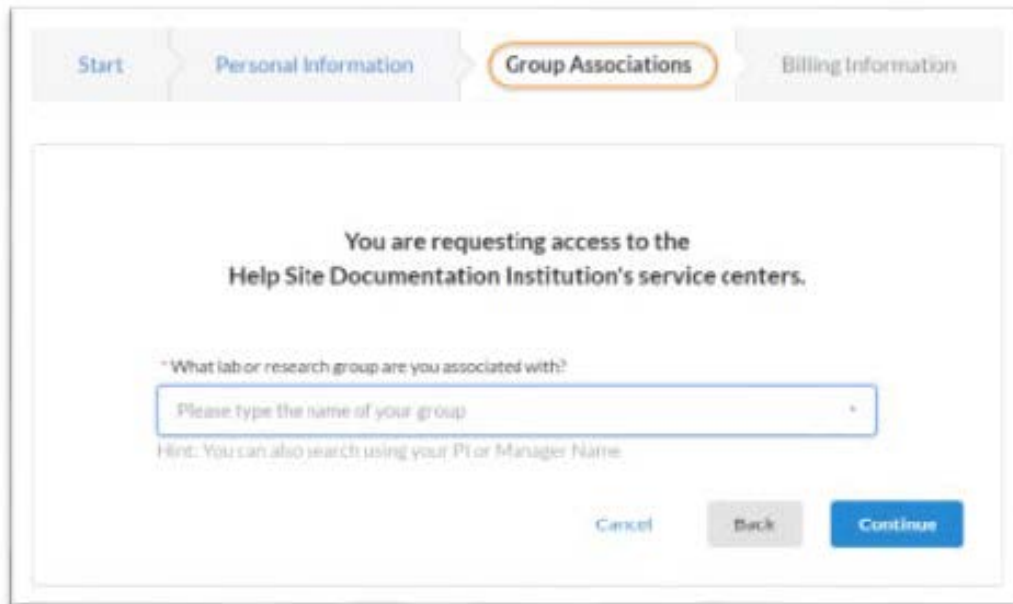
Cancel Back Continue

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GROUP ASSOCIATIONS

The third step prompts you to indicate the Lab/Group you are associated with. You may enter the group name, 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.



The screenshot shows a registration interface with four steps: Start, Personal Information, Group Associations (highlighted), and Billing Information. The main content area displays the text: "You are requesting access to the Help Site Documentation Institution's service centers." Below this is a search prompt: "* What lab or research group are you associated with?". A text input field contains the placeholder "Please type the name of your group". A hint below the field reads: "Hint: You can also search using your PI or Manager Name." At the bottom right, there are three buttons: "Cancel", "Back", and "Continue".

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 complete the following information:

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The screenshot shows a web form titled "Billing Information" in a navigation bar. 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". An unchecked checkbox at the bottom is labeled "Add shipping address if different from billing". At the bottom right, there are 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.