Reservations

The Biomedical Engineering Shared Laboratories is using iLab, an online system for core service requests. This requires a one-time registration as described below. Once you are registered, the system will enable you to schedule time on equipment and place service requests.

To Register for an Account:
If you do not already have an iLab account, you must register for one.

1. Navigate to the core page: [https://tamu.corefacilities.org/service_center/show_external/4727](https://tamu.corefacilities.org/service_center/show_external/4727)
2. In the upper right-hand corner of the screen, hover over “Register” and select “Register using TAMU credentials”.
3. You will be directed to an authentication page where you will need to enter your NetID and password.
4. Once you have entered your credentials, click the “Sign In” button on the core page (link above), and sign in using your TAMU credentials.
5. You will be directed to an iLab Registration page where you will need to select your PI/Lab, and verify your contact information.
6. Once your registration has been submitted, your PI will receive a notification that you have requested membership in their group in iLab. They will need to approve your membership and assign an account for your use.
7. Once you have been accepted into your PI’s lab and assigned an account, you can create equipment reservations and service requests.

To Create an Equipment Reservation:
1. Sign in on the core page: [https://tamu.corefacilities.org/service_center/show_external/4727](https://tamu.corefacilities.org/service_center/show_external/4727)
2. Select the “Schedule Equipment tab”, navigate to the instrument of interest, and click on the “View Schedule” button next to the instrument. Click and drag on the desired time frame you would like to schedule your reservation.
3. A window will pop up that will allow you to verify your reservation’s details and provide payment information before saving the reservation.
4. If the equipment requires training before use and you are not a trained user, return to the schedule page, click on the “Request Services” tab and initiate a training request.

To Create a Service Request:
1. Sign in on the core page: [https://tamu.corefacilities.org/service_center/show_external/4727](https://tamu.corefacilities.org/service_center/show_external/4727)
2. Select the “Request Services” tab, navigate to the service of interest, and click on the "Initiate Request" button next to the service.

3. You will be asked to complete a form before submitting the request to the core.

4. Your request will be pending review by the core. The core will review your request and either agree to the work or will ask for more information.