

# Service request at BCF using iLab

*If the funds are from GU (ansvarsNr+account)*

## 1. PI registration

*If your PI is already registered go to User registration, otherwise ask your PI to follow these steps:*

- Go to our iLab page:  
[https://gothenburg.corefacilities.org/Service\\_center/show\\_external/3649](https://gothenburg.corefacilities.org/Service_center/show_external/3649)
- Click on "Register" -> "Register using University of Gothenburg credentials"
- Fill in the registration form and select "PI registration (GU) Lab" as PI/Group
- Provide us with the invoicing details (beställarID) via iLab or email

## 2. Lab registration

This step is done by BCF. You will be notified when you can register as user

## 3. User registration

- Go to our iLab page:  
[https://gothenburg.corefacilities.org/Service\\_center/show\\_external/3649](https://gothenburg.corefacilities.org/Service_center/show_external/3649)
- Click on "Register" -> "Register using University of Gothenburg credentials"
- Fill in the registration form and select **your PI's Lab** as PI/Group

## 4. User registration

This step is done by BCF. You will be notified when you can open a project request

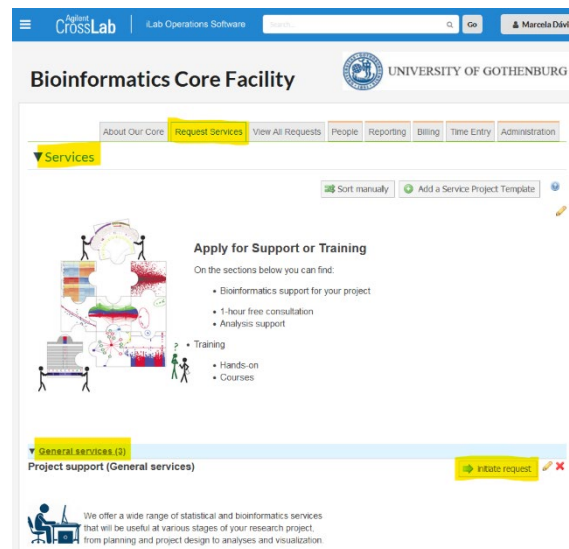
## 5. Project request

- Go to our iLab page:  
[https://gothenburg.corefacilities.org/Service\\_center/show\\_external/3649](https://gothenburg.corefacilities.org/Service_center/show_external/3649)
- Select one of our Services under "Request Services" -> "Services"
- Fill in the form and submit

We will contact you shortly

For any questions, contact:

[marcela.davila@gu.se](mailto:marcela.davila@gu.se)



## ***If the funds are from NOT from GU***

### **1. PI registration**

*If your PI is already registered go to User registration, otherwise ask your PI to follow these steps:*

- d. Go to our iLab page:  
[https://gothenburg.corefacilities.org/Service\\_center/show\\_external/3649](https://gothenburg.corefacilities.org/Service_center/show_external/3649)
- e. Click on "Register" -> "Register for an iLab account"
- f. Fill in the registration form and select "PI registration (GU) Lab" as PI/Group
- g. Provide us with the invoicing details via iLab or email

### **6. Lab registration**

This step is done by BCF. You will be notified when you can register as user

### **7. User registration**

- d. Go to our iLab page:  
[https://gothenburg.corefacilities.org/Service\\_center/show\\_external/3649](https://gothenburg.corefacilities.org/Service_center/show_external/3649)
- e. Click on "Register" -> "Register for an iLab account"
- f. Fill in the registration form and select **your PI's Lab** as PI/Group

### **8. User registration**

This step is done by BCF. You will be notified when you can open a project request

### **9. Project request**

- a. Go to our iLab page:  
[https://gothenburg.corefacilities.org/Service\\_center/show\\_external/3649](https://gothenburg.corefacilities.org/Service_center/show_external/3649)
- b. Select one of our Services under "Request Services" -> "Services"
- c. Fill in the form and submit

We will contact you shortly

For any questions, contact:

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