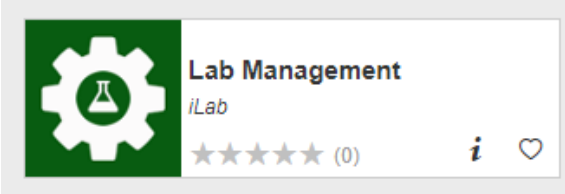
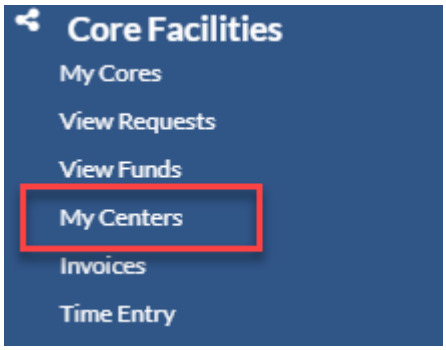
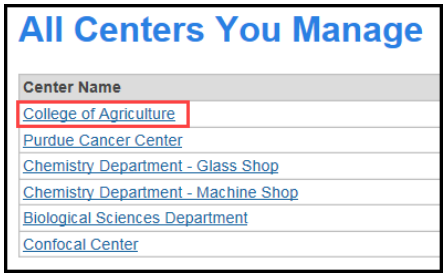
This QRC outlines the steps to manage a center in iLab. Centers are a method for providing a specific group of labs or users specific rates/pricing for certain recharge facilties.

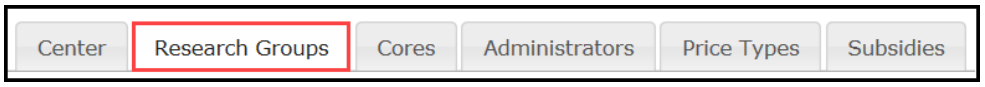
Access iLab

Go to the iLab solutions site using the direct link or the One Purdue Portal and login using your Boilerkey credentials. Help logging in to iLab using Boilerkey can be found here.	purdue.ilabsolutions.com 

Access Desired Center

Click **My Centers**.	
Click the **name** of the desired center for which you have access.	

Remove Center Members

Click **Research Groups** tab.	
Click the **red 'x'** to delete lab from center. NOTE: All users under that PI will no longer have access to special rates/pricing based on membership in the center.	

Add Center Members

Center membership should exist at the PI or Lab level, when possible.

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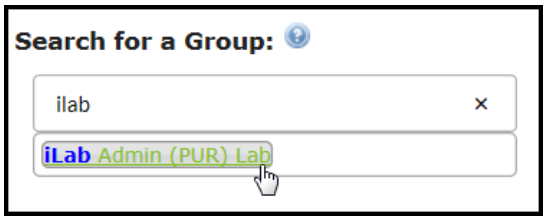
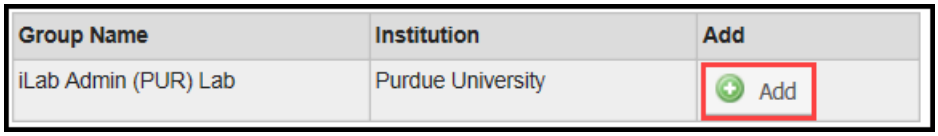
Under **Search for a Group**, begin entering **Lab name**. Results appear automatically. Click to select desired lab.	
Click **Add**.	
All members of the selected lab will now receive pricing based on center membership, where applicable.	

Create A New Center

The creation of a center must be done by iLab. To request a center, email ilabhelp@purdue.edu.

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