


This document outlines the steps for customers external to Purdue to create an iLab account. If you encounter errors during the registration process, please contact iLab at [support@ilabsolutions.com](mailto:support@ilabsolutions.com).

Access iLab	
Visit Purdue's iLab Solutions site.	<a href="https://purdue.ilabsolutions.com/">https://purdue.ilabsolutions.com/</a>
Click <b>here</b> under the <b>Not a Purdue user?</b>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Purdue user :</b> Click <a href="#">here</a> to login or register using your institute login and password.</p> <div style="border: 2px solid red; padding: 5px;"> <p><b>Not a Purdue user?</b> Click <a href="#">here</a> to signup for an iLab account.</p> </div> </div>
Start	
Complete all required fields marked with a red asterisk (*).	
<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <span>Start</span> <span>Personal Information</span> <span>Group Associations</span> <span>Billing Information</span> </div> <div style="text-align: center; padding: 20px 0;"> <p>You are requesting access to the Purdue University's service centers.</p> <p>* Please enter your institution email address</p> <input style="width: 80%; border: 1px solid #ccc;" type="text"/> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="display: flex; align-items: center;"> <input type="checkbox"/> I'm not a robot           <div style="margin-left: 20px;">  <p style="font-size: 8px;">reCAPTCHA Privacy - Terms</p> </div> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> I agree with iLab's <a href="#">privacy</a> and <a href="#">security</a> policies         </div> </div> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> <span style="margin-right: 20px;">Cancel</span> <span style="background-color: #4F81BD; color: white; padding: 5px 10px; border-radius: 3px;">Continue</span> </div> </div>	
Click the I'm not a robot link and follow directions to verify, and then check the 'I agree with iLab's privacy and security policies' box.	
Personal Information	
Complete all required fields marked with a red asterisk (*).	

Start > **Personal Information** > Group Associations > Billing Information

You are requesting access to the Purdue University'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](#)

Select from drop-down menu the institution for which you are affiliated, and your primary role.

## Group Associations

Complete all required fields marked with a red asterisk (\*).

Start > Personal Information > **Group Associations** > Billing Information

You are requesting access to the Purdue University's service centers.

You have chosen to create a new Institution and thus no existing groups are available. If you think your group and your Institution are already registered, please return to the Personal Information step and search for your institution.

\* What lab or research group are you associated with?

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

\* PI's First Name

\* PI's Last Name

\* PI's Email Address

PI's Phone Number

\* Is there another person in your lab who helps manage lab memberships, fund assignments and spending approval?

\* Your Group's Name

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

Select from the top drop-down menu the lab or research group for which you are affiliated.

## Billing Information

Complete all required fields marked with a red asterisk (\*).

Start > Personal Information > Group Associations > **Billing Information**

You are requesting access to the  
Purdue University's service centers.

Billing information is required for core facilities to be able to charge when necessary.

Associate new billing address to my account

Billing Contact Name  + Institution / Department

\* Billing Address  + Address line

\* City

State / Province  + Country

\* Zip / Postal Code

Add shipping address if different from billing

Cancel Back **Complete**

Click **Complete** when done.