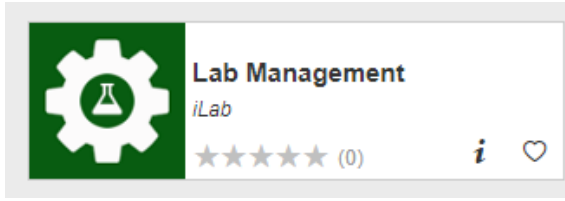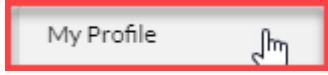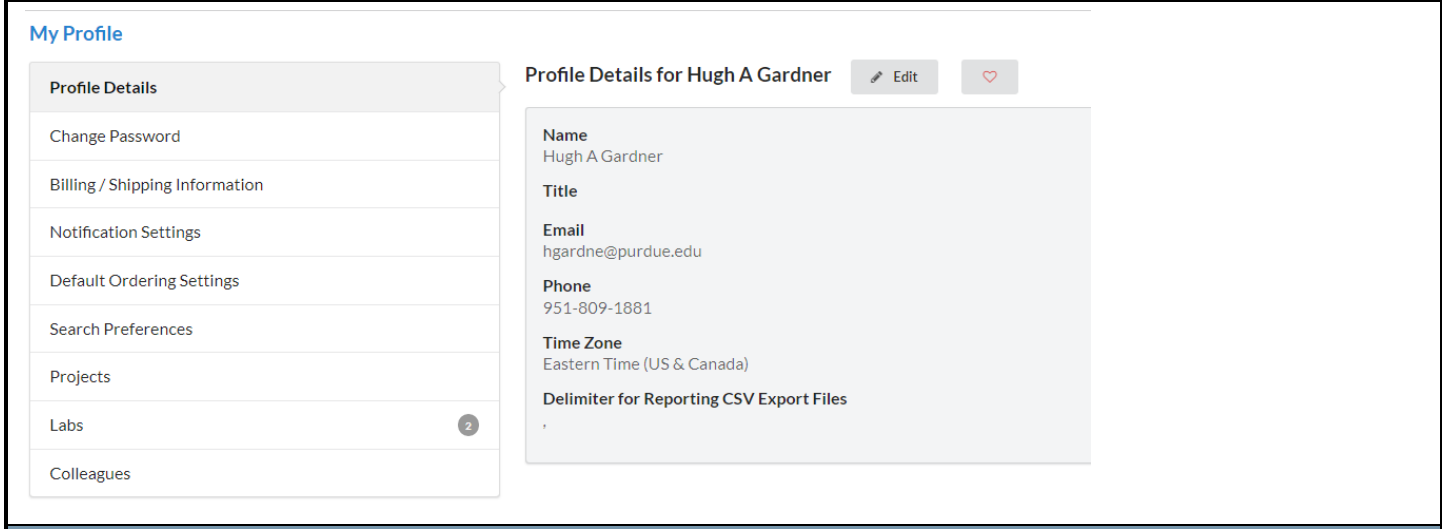This document outlines how to edit email settings and view the iLab user profile information.

Access iLab Profile

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 Lab Management *iLab* ★★★★★ (0)
Click your name and then select **My Profile**.	My Profile
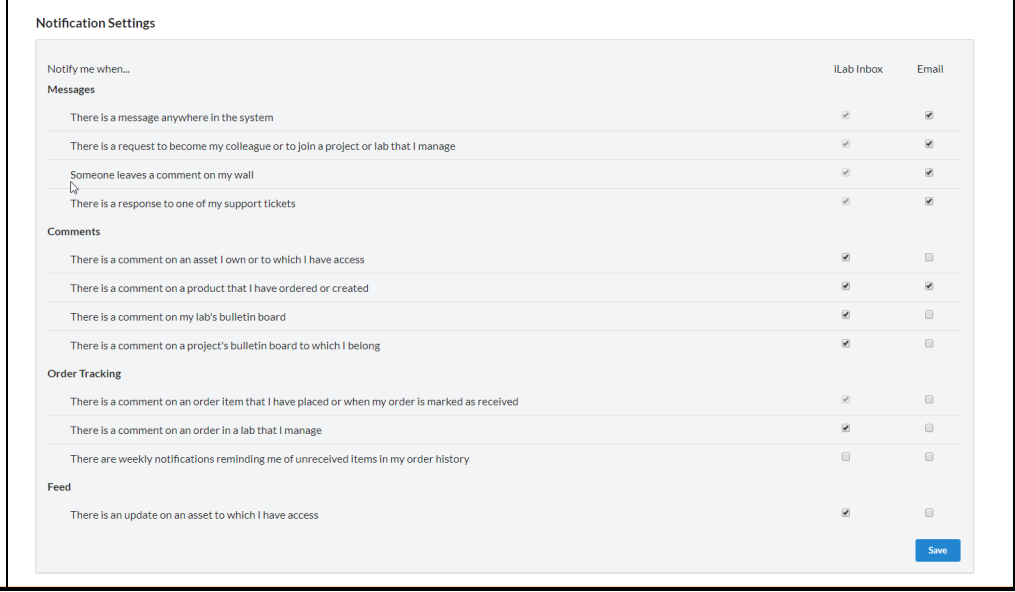
User Profile

My Profile

Profile Details	Profile Details for Hugh A Gardner ✏ Edit ♡
Change Password	**Name** Hugh A Gardner
Billing / Shipping Information	**Title**
Notification Settings	**Email** hgardne@purdue.edu
Default Ordering Settings	**Phone** 951-809-1881
Search Preferences	**Time Zone** Eastern Time (US & Canada)
Projects	**Delimiter for Reporting CSV Export Files** ,
Labs (2)	
Colleagues	

Notification Settings

Click **Notification Settings** to edit email and iLab inbox notification preferences.	**Notification Settings** Notify me when... iLab Inbox Email **Messages** There is a message anywhere in the system ☑ ☑ There is a request to become my colleague or to join a project or lab that I manage ☑ ☑ Someone leaves a comment on my wall ☑ ☑ There is a response to one of my support tickets ☑ ☑ **Comments** There is a comment on an asset I own or to which I have access ☑ ☐ There is a comment on a product that I have ordered or created ☑ ☑ There is a comment on my lab's bulletin board ☑ ☐ There is a comment on a project's bulletin board to which I belong ☑ ☐ **Order Tracking** There is a comment on an order item that I have placed or when my order is marked as received ☑ ☐ There is a comment on an order in a lab that I manage ☑ ☐ There are weekly notifications reminding me of unreceived items in my order history ☐ ☐ **Feed** There is an update on an asset to which I have access ☑ ☐ Save

Labs

Click **Labs** to view a list of all PIs for which you are associated.

Labs	
Lab Name	**Lab Create Date**
Institution/Core Admin (PUR) Lab	Jan 10, 2017
Gilpin, Christopher (PUR) Lab	Jun 01, 2016

Other

Change password	Do not use the iLab system to change or reset a password. Click here to reset Purdue career account password.
Default ordering settings	Do not use. Purdue does not use the module for this data.
Search preferences	Do not use. Purdue does not use the module for this data.
Billing/Shipping information	Do not use. Purdue does not use the module for this data.
Projects	Do not use. Purdue does not use the module for this data.
Colleagues	Do not use. Purdue does not use the module for this data.