**Create a user profile in iLab**

1. Go to: *<https://eu.ilabsolutions.com/service_center/show_external/3695>*
2. In the upper right hand corner click 'Register'
3. Enter your work email address
4. Under personal information fill in all information including phone number.
5. Under *I am affiliated with the following institution*, choose **Aarhus University** or **Aarhus University Hospital**.



1. Under Group Association enter the name of your PI, *please do not use a group name*. The system will search for your PIs name. If he/she does not exist in the system yet, click "Create New Group" to create a new Lab/Group with the name of your PI.



1. If someone else but the PI is the one to handle lab memberships and fund assignments information click *yes* in the that box:



1. New boxes to fill out unfolds.
2. Fill out all requested information.
3. Press complete.
4. You and your PI and/or Lab/group manager will receive a confirmation email within 24 hours.
5. We highly recommend that you also adjust your notification settings.

**FOR PI’s / lab managers**

**All AU PIs must add their EAN into their lab name .** Follow the guide with this link [How to add an EAN number](https://facs.au.dk/fileadmin/ingen_mappe_valgt/PI_guide_-_How_to_add_your_EAN_number.docx) .

1. We **highly recommend** that you go through your notification settings (just below “Billing/shipping information”).
2. If you would prefer to delegate these notifications/approvals to a financial manager, make sure they are registered in iLab and send an email to facs@au.dk with your group name and name of the manager.
3. For a guide to manage group members and project numbers please go to [How to add project and activity numbers](https://facs.au.dk/fileadmin/ingen_mappe_valgt/PI_guide_-_Add_project-activity_numbers.docx)