

# Crosslab manual external user

## CrossLab manual - External user

The Centre for Cellular Imaging (CCI) is using a web-based tool, CrossLab (formerly iLab), to help manage the equipment resources at the CCI. CrossLab is used for registration, all resource booking at CCI, tracking of usage, service requests, user database, inventory management and reporting/billing.

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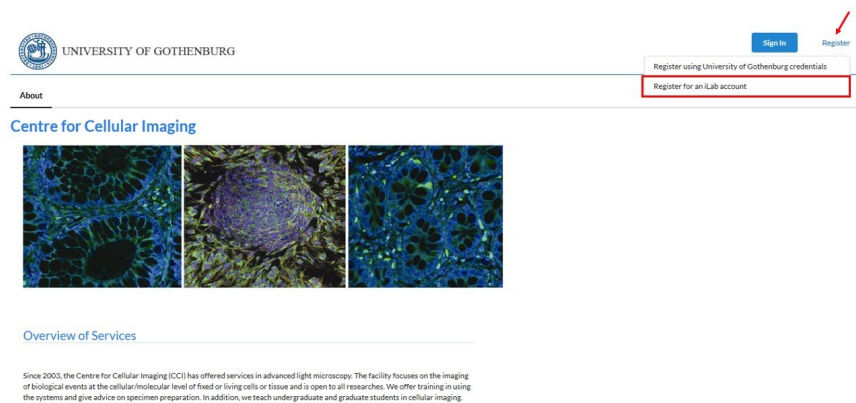
### Signing up for CrossLab/iLab

Please, follow the instructions below to sign up for a CrossLab account. With active credentials you can access the CCI core services through the on-line system.

1. Navigate to the [CCI core page](#).

**IMPORTANT:** Bookmark this page for future use.

2. Place your mouse pointer above the link Register at the top right corner and select 'Register for an iLab account'



3. Enter your email address, click I'm not a robot and that you agree with the iLab policies. Then press *Continue*.

Start
Personal Information
Group Associations
Billing Information

You are requesting access to the  
University of Gothenburg's Centre for Cellular Imaging.

\* Please enter your institution email address

I'm not a robot

reCAPTCHA  
Privacy - Terms

☒ I agree with iLab's [privacy](#) and [security](#) policies

Cancel
Continue

**IMPORTANT:** Use your work email address. **DO NOT USE** a personal/private email account (gmail, Yahoo, etc..)

- Fill in your personal information and press *Continue*.

Start
Personal Information
Group Associations
Billing Information

You are requesting access to the  
University of Gothenburg's Centre for Cellular Imaging.

\* First Name

\* Last Name

Phone Number

\* I am affiliated with the following institution

\* What is your primary role at University of Gothenburg?

Cancel
Back
Continue

- Search for the research group/lab of your PI and press *Complete*

Start
Personal Information
Group Associations
Billing Information

You are requesting access to the  
University of Gothenburg's Centre for Cellular Imaging.

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

Fernandez-Rodriguez, Julia (GU) Lab

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

Cancel Back Complete

- You will receive a "Welcome" email from CrossLab with login credentials and basic instructions. This can take up to 24 hours. In case you do not see this e-mail, please, check your SPAM/Junk folder.

## CCI registration form

- Navigate to the [CCI core page](#).
- Click the *Sign In* button at the upper right corner of the page and enter your username (i.e. your email) and password provided by CrossLab and log in.
- Go to the Request services (1) tab to fill out the CCI registration form, which is found under Registration Form for New Users (2) and Click request service (3).

About Our Core
Schedule Equipment
Request Services
View My Requests
Contact Us

▼ Complex Projects & Quote Requests

To become a CCI user, please fill the Registration Form below.

Registration Form for New Users (Registration)
request service

Please, fill out the Registration Form and print it. This form has to be signed both by you, as a New User, and the Principal Investigator before you are granted access to the CCI equipment. Thank you!

Your signature declares that you will follow the "CCI user rules". Please find more information below.

[CCI Rules](#)  
[CCI Prices - GU users](#)  
[CCI Prices - other universities](#)  
[CCI Prices - industry](#)

- Fill out the form, print it (1), save it (2) and press submit request to core (3).

**Registration Form for New Users**

Request Name:

Customer: Gothenburg Testuser Lab: Fernandez-Rodriguez, Julia (GU) Lab

Email: sahgrenska@test.edu Phone:

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**Forms and Request Details** (see bottom of list to add items to this request)

[View Form](#) Registration form Not Started 1

This registration form has to be filled by all new users.

Date  Save Progress

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**IMPORTANT!** After filling this form, please print, sign (both by you and your supervisor) and bring it to CCI.

Please save your form! 2 save completed form save draft of form

After saving your form, please submit your request to the core.

add service

Please fill out any forms that are highlighted in red.

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**Cost**

The core will review your request and provide you with a quote for the requested service(s).

3 submit request to core save draft request Cancel

5. Sign the printed form, get the signature from your PI, and bring it to us before the start of the training, EM sample preparation, or any other service.

## Booking equipment

After you have fulfilled a training, you will get access to book that particular equipment.

1. Go to the CCI core page and the Schedule equipment tab.
2. In the list of different types of equipment, press one of the categories, e.g. *Electron microscopes*, to see all the equipment under that category.
3. Select one of the equipment, either by clicking the name (3a) or the button View Schedule (3b).

**Centre for Cellular Imaging**

[About Our Core](#) 1 [Schedule Equipment](#) [Request Services](#) [View My Requests](#) [Contact Us](#)

**Schedule Resources**

24h cancellation notice is required to avoid charges and over-booking of the instruments.

If you cannot access your instrument / want to request training on a new instrument, contact cci@gu.se.

**Light microscopes (8)**

**Electron microscopes (3)**

**3a** Demini 450 SEM 3b View Schedule

**TEM FEI Talos** View Schedule

**TEM LEO 912 OMEGA** View Schedule

**LEO 912 OMEGA** View Schedule

**Other Equipment (16)**

**Old systems (6)**

**Unclassified (1)**

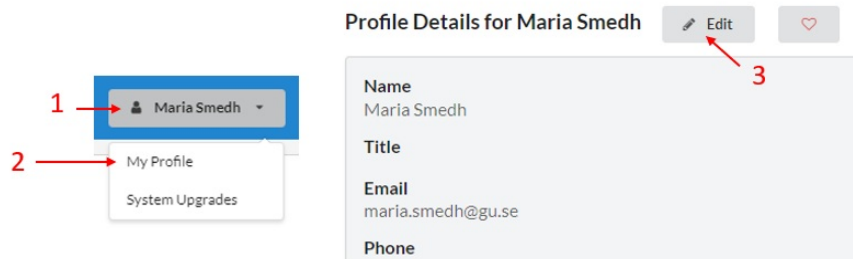
5. A booking event page pops up. Enter some text in the Event Notes box, if required. Click the button Save Reservation at the bottom left corner.
6. If you need to unbook Double-click on your booking to open the booking event page. Click the button Delete Reservation at the bottom right corner.

**IMPORTANT:** Unbooking is only possible up to 24 hours in advance. After that the *Delete Reservation button* disappears.

# How to change profile details (e-mail, phone number etc)

To change your profile details:

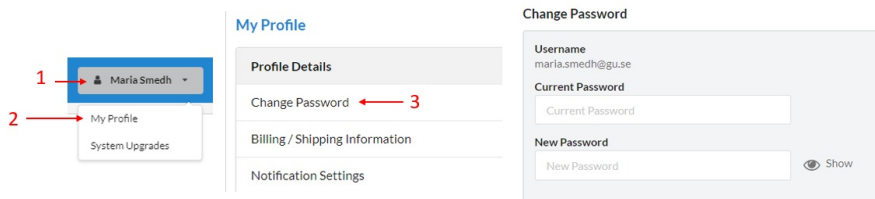
1. Click your profile button at the upper right corner in CrossLab
2. Select "My Profile"
3. Click "Edit" and update the appropriate fields



## How to change password

To change your password:

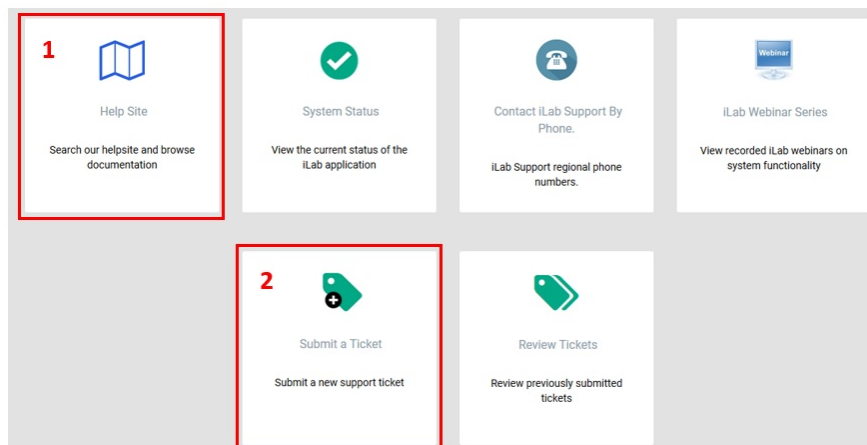
1. Click your profile button at the upper right corner in CrossLab
2. Select "My Profile"
3. Select "Change Password"
4. Enter the current password and type a new password



## More information and support

You reach the Support Portal by clicking the Help button, next to the Sign out button at the upper right corner of the page.

Here you can also browse the help site (1) to get more information on how to use CrossLab, e.g. for equipment bookings and service request instructions. In case of technical problems with the CrossLab software can get assistance from the CrossLab Support Team by submitting a Support Ticket (2) where you describe your problem.



Sincerely,  
The CCI Team

