



### Preparation for Ethanol Distribution Policy Change

As you may be aware, the Ethanol distribution policy has undergone administrative changes. We would like to make you aware of some logistical items to ensure future receipt of Tax-Free Ethanol.

Ethanol pickup and personal transportation shall no longer be permitted. Delivery will be provided bimonthly by the office of [Occupational & Environmental Safety](#). Ethanol inventory will be maintained by and ordered from the [Clemson Light Imaging Facility](#). In lieu of the previous Qualtrics form, Ethanol Orders can be processed via the iLab Scheduling System.

Orders may be placed by a laboratory Principal Investigator (PI) or by a representative lab member. Many campus users are connected to the iLab network for research services and may proceed to [login here](#). Users who are new to the system can register their profiles, and all PI's can register and/or update their existing profiles via the procedures below.

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#### **For Laboratory Members (New to iLab)**

1. Visit: <https://clemson.ilab.agilent.com>
  2. In the upper-right corner, click '**Sign-up**', and select **register using your institute login**.
  3. Enter your **Clemson University Duo credentials** on the authentication page.
  4. Click '**Login**' to proceed.
  5. On the **iLab Registration page**, select your **PI/Lab** and verify your contact information.
  6. Submit your registration. Your **PI** will be notified of your membership request and must approve it.
  7. Your **PI** will also assign a **Clemson University Fund (Project ID)** for you to use. Orders cannot be completed without a valid project ID assignment.
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#### **For Principal Investigators**



##### **Step 1: New User Registration (for PIs New to iLab)**

1. Visit: <https://clemson.ilab.agilent.com>
2. Click **Login**, then select: "**Click here to login or register using your institute login and password.**"
3. Sign in with your Clemson credentials (Duo required).  
☒ *Already registered? You may proceed to Step 2 from here.*

- Follow the registration steps and select:  
**“Ethanol Ordering (Clemson) Lab”** as your PI group.
- Your personal iLab group will be created for you. Proceed after receiving confirmation.

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## Step 2: Add a Payment Method to Your iLab Profile (for Previously Registered PIs)

- Login** to the Clemson iLab landing page.
- Click **My Groups** in the left-side menu. 
- Go to the **Membership Requests & Project IDs** tab.
- Enter your 23-digit Clemson account Chartstring (always enter **7359** in the account box).
- Click **Request** to notify the project manager for approval. 

[Membership Requests](#)

✓ No Access Requests require approval

### Manage Project ID

There are no Project IDs for this lab. Please contact:

- [ilab-support@agilent.com](mailto:ilab-support@agilent.com)

#### ▼ Request access to additional Project IDs

🔔 If you don't see a Project IDs that you should have access to, please type it in below. The Fund Owner will receive a notification and approve or deny your request.

If you are the fund owner, navigate to the View Funds menu to approve the request.

Please replace your XXXX account code (Box 3 below) with 7359 and select Request.

Fund Code	Program Code	Account	Deptid	Class Fid	Project ID
		7359			
Request					

- After approval, return to the tab and select your project number to confirm the fund is available. PI's or their lab members cannot complete orders

#### ▼ Project id

🔔 Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change.

Filter Project ID

Filter Members

Name	Default Project IDs	
Justin Scott	None	<div><div>-7359</div><div>✓</div></div>

 If you get an error, contact [Justin Scott](#) (iLab Admin) for help with chartstring issues.

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It is **highly recommended** that you prepare your personal iLab profile well ahead of your first desired order's deadline. New fund numbers/project IDs can take up to a day to populate on your profile and will prevent order completion if not assigned in advance. While registration is a one-time procedure, laboratory PI's should monitor their chosen fund numbers in accordance with budget amounts and expiry dates. [Justin Scott](#) (iLab Admin) can provide assistance and guidance wherever necessary. Instructions for contacting OES for delivery and submitting an Ethanol Purchase Request are included in the accompanying document, along with the Ethanol delivery schedule.