

Infinity registration/setup process

Principle investigator and user

Internal users login with there uOttawa
credential in this part



Login

User name

Password

LOG IN

[Forgot password?](#)

Users that do not have uOttawa credential
register in this part



Get started - Register here for free.

Registration takes less than 2 minutes.

First Name

Last Name

Email(Login ID)

Password 

Confirm Password



To avoid spam, please type the characters you see above

Join Now

When you are a first time login or registered user, you will start with this Wizard to setup your account

Welcome PCIC admin



Welcome to Idea Elan

Objective: This wizard will help you in the initial setup process in the Infinity system.

Required Items: You need to know the lab you belong, and at least one core facility to which you are requesting for access.

Optional Items: Select instruments that you need access from a facility.



In the next window, as a user (not PI), search for the lab you are working in using the search options. If you cannot find the lab, your PI (lab manager) needs to create the lab.
If you are a PI, click on the ADD NEW LAB button to add your lab

Start Lab Access Facility Access Instrument Access

< Previous

Next >

+ ADD NEW LAB

Set Default Lab	Lab Name	Lab Admin	Institution	Permission Status
	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	All
	Aaron Smith	Aaron Smith	University of Ottawa	Request Access
	Aaron Tikuisis	Tikuisis Aaron	University of Ottawa	Request Access
	Abdelhamid Sayari	Abdelhamid Sayari	University of Ottawa	Request Access
	Abdellah Sebbar	Abdellah Sebbar	University of Ottawa	Request Access
	Abdolmajid Mohammadian	Abdolmajid Mohammadian	University of Ottawa	Request Access
	Abdoulaye Gueye	Abdoulaye Gueye	University of Ottawa	Request Access
	Abdoulkadre Ado	Abdoulkadre Ado	University of Ottawa	Request Access
	Abdulmotaleb El Saddik	Abdulmotaleb El Saddik	University of Ottawa	Request Access


After clicking on
ADD NEW LAB,
this window
opens. Fill it out
and save

INFINITY Add New Lab

Basic Details Billing Information

Institution* Lab ID*

Lab Name* Department*

Lab Admin*  Self Default Role

Can't find user, [Click here to](#) invite

Address

Shipping Address

Address:

City:

State:

Zip Code:

Country:

Phone:

Billing Address

Same as shipping address

Address:

City:

State:

Zip Code:

Country:

Phone:

SAVE **CANCEL**

In the NEXT window, choose the facilities you want to have access to.
For Pre-Clinical imaging core, find PCIC in the list and click on **Request Access**
(in this picture, it shows approved but will show Request Access in your case)

Start Lab Access Facility Access Instrument Access

< Previous

Next >

Facility Name	Address	Facility Admin/Director	Institution	Permission Status
<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	All
Pre-clinical imaging core (PCIC)	451 Smyth Road Ottawa Ontario K1H8M5	Mlynarova Jana, Lyne Wathier, Yannick Roy, jmlynarova@ohri.ca, PCIC admin	University of Ottawa	Approved
Cellular Imaging and Cytometry Facility (CICF)	20 Marie-Curie, room 319C	Peter Ochalski	University of Ottawa	Request Access
INSPIRE	136 Jean-Jacques-Lussier Vanier Hall, room 5074 Ottawa Ontario K1N6N5	SIMON Beaudry, inspire, Ariane Gauthier, Geneviève Trudel, Adelaide Jensen, Julie Leroux, Kinsey Antonina Church, Vanessa Cunha, Fraulein Retanal	University of Ottawa	Request Access
Louise Pelletier Histology Core	451 Smyth Road, Room 4155 Ottawa Ontario K1H8M5	UOT Fac1, UOT Fac2, Zaida Ticas, Mufida Alazzabi, OLGA AGAH, Sharlene Faulkes, pathlab, Marjan Khalili Mahani, Éric Labelle, Manon Lévesque, Priyanka Agarwal, Lyne Wathier, Rosanne Bourque, Charlene Clow, Yannick Roy	University of Ottawa	Request Access

In the NEXT window, choose the instruments you want to have access to.
Find the instrument in the list and click on **Request Access**
(in this picture, it shows approved but will show Request Access in your case)

Start Lab Access Facility Access **Instrument Access**

< Previous

Continue

Instrument Name	Facility Name	Institution	Permission Status
<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	All
X - RAD 320	Pre-clinical imaging core (PCIC)	University of Ottawa	Approved
Vevo 2100	Pre-clinical imaging core (PCIC)	University of Ottawa	Approved
IVIS Spectrum	Pre-clinical imaging core (PCIC)	University of Ottawa	Approved
7.0 Tesla Discovery MR901	Pre-clinical imaging core (PCIC)	University of Ottawa	Approved
IVM-MS	Pre-clinical imaging core (PCIC)	University of Ottawa	Approved

You can return to this Wizard any time under My HomePage and My Profile

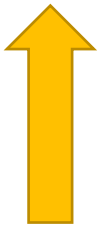


[Make this my start page.](#)  jmlynarova@ohri.ca 

Switch to user...  

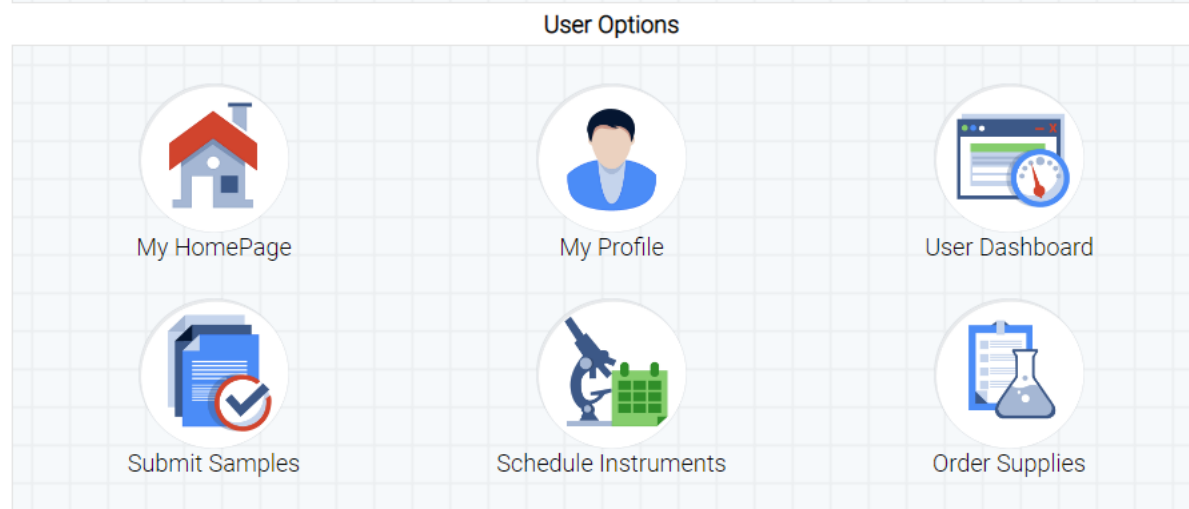
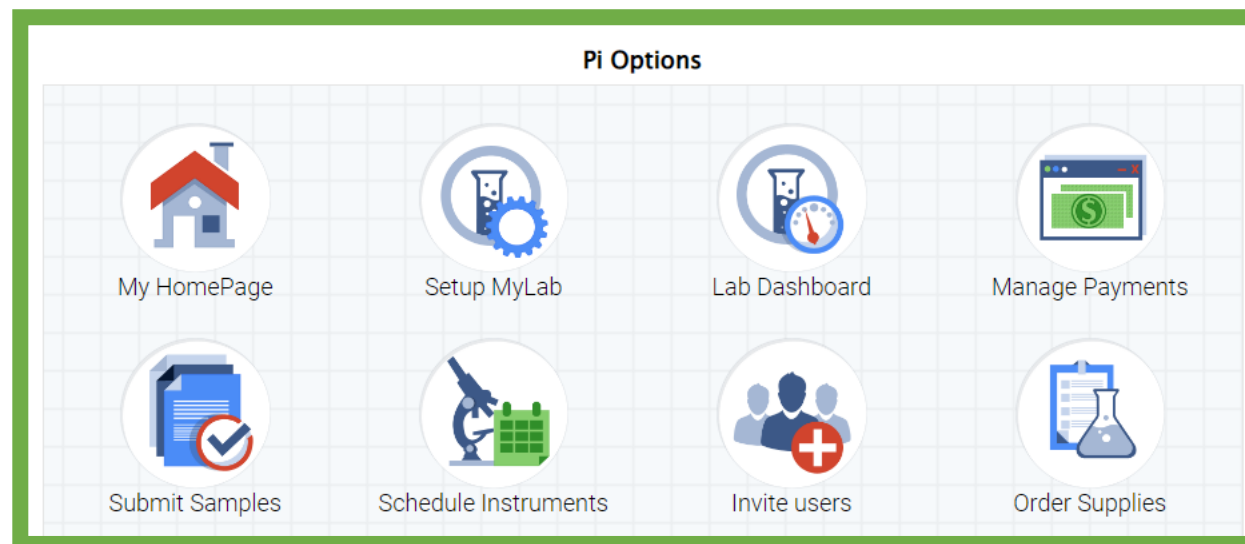
- My HomePage
- Instruments
- Request Services
- Supplies
- PI/Lab Admin
- Facility Admin
- My Favorite Instruments
- My Favorite Requests
- My Reservations / My Files
- My Requests
- My Supplies
- My Projects
- My Reports
- My Profile
- My Dashboard
- My Publications
- My Agenda

USER WIZARD



When you login any other time after you have setup your account, you will see this screen

These options are visible only to PIs who are Lab admins in Infinity



After you setup your account



- Principle investigators have a PI/Lab admin tab where they have tabs for
 - **Inbox** for managing lab access requests from users (lab staff and students), invoices, submitted forms, projects, dashboard, and publications
 - **Lab** to manage billing information, adding users, managing who can use what account, and other settings including adding a an alternative lab admin (this can be a lab manager, you can add core facility manager as well if you want to give them access to your account
 - **Facilities** where you can see which facilities you have access to and request access to other
 - **Users** to manage users in your lab
 - **Reports** for creating your own reports for the lab
 - **Supplies** to manage supply orders

Billing information must be setup to be able to book equipment and make requests.

After you setup your account

My HomePage Instruments Request Services Supplies

- All (PIs and users) can see the following tabs
- **My HomePage**
 - This tab gives multiple tabs with options to add instruments and request forms as favorite; see your reservations, files, request, order supplies, projects, and reports; manage your profile, dashboard, publications, and agenda
- **Instruments** to open an instrument calendar for a selected core facility (select on top)
- **Request Services** to submit form for selected core facilities (select on top)
- **Supplies** to make supply orders