

How to Purchase Empire AI Service Units Through iLab

What is iLab?

iLab is a web-based software that coordinates the scheduling and billing for core equipment and services throughout Columbia University. Payment is made with Columbia's ARC-based project chartstrings.

Users can log into iLab using their UNI credentials at <https://cumc.corefacilities.org/account/login>.

How to create an iLab account

PIs

- PIs with dedicated sponsored project funding (grant) will automatically have that PG- or GG- project chartstring mapped to their UNI in iLab. They can [sign in](#) directly.
- PIs who only have non-sponsored funding (UR, EN, GT, or PC- project chartstrings) should email ilab-support@agilent.com with the following information (this will create a ticket that will be assigned to Columbia's iLab administrator):
 - PI's name
 - PI's email address
 - Full unrestricted chartstring: Project|Activity|Segment|Department|Initiative|
 - Optional: UNIs of others in the lab that need access to the project (or the PI can do this later via the "Membership Requests & Chart Strings" tab in iLab)

Lab managers and lab staff

- Lab managers and lab staff **who do not yet have an iLab account** should sign up to join their PI's lab via <https://my.ilab.agilent.com/account/7/signup>
- Lab managers and lab staff **who already have an iLab account** but need to add another PI's lab affiliation should either:
 - Ask the PI or a designated lab manager to log into iLab and add the new lab staff following [these steps](#).
 - Email ilab-support@agilent.com requesting to be added to the PI's lab (provide full name and email address of PI). The PI will be asked to approve the request by Columbia's iLab administrator.

More information

- [How to add a non-sponsored chartstring to a PI's iLab account](#)
- [iLab for Principal Investigators and Lab Managers](#)
- [iLab for Clinical Coordinators, Lab Staff, and Students](#)

iLab order process for Empire AI

1. Log into iLab via the [CUIT Research Services iLab link](#).

- Expand the Empire AI dropdown at the bottom of the page and click the **Request Service** button.

Search available services: View: [by category](#) [alphabetically](#)

▼ Empire AI (1)

Empire AI Service Units request service

Empire AI provides high-performance compute resources to eligible PIs across a consortium of New York State research institutions to advance safe, equitable, and responsible AI research for the public good. \$0.25 (Internal - Columbia)

- Enter the desired amount of Service Units (SUs) in the **Quantity** field. The total price will update automatically.

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

▶ Jun 10 04:05 PM	Empire AI Service Units Empire AI	Quantity: <input type="text" value="2000.0"/>	Unit Price: \$0.25	Total: \$500.00	Billing Status: Not Ready To Bill	Work Status: Proposed	
-------------------	--------------------------------------	--	-----------------------	--------------------	--------------------------------------	--------------------------	--

Note: PIs should only request up to the 2,000 SUs allowed, any larger requests will be rejected and sent back for revision.

- Scroll down to the **Payment Information** section and select the chartstring(s) to use for payment.

Payment Information

Please enter the Chart String ⓘ

% %

Chart String ⓘ

- Click the **Submit request to core** button to finalize the order.
- After submitting, you will receive an email confirmation from no-reply@ilabsolutions.com that the request has been submitted. After the order has been processed by, you will receive another automatic notification. You can then expect to be able to leverage your credits in 1-2 business days.

Contact for iLab Support

For any questions or issues on iLab, please email ilab-support@agilent.com (this will create a ticket that will be assigned to Columbia's iLab administrator). In your email, please provide the following information:

- PI's name
- PI's email address
- The service you are requesting
- Any additional relevant information