

Registration Instructions: Access to iLab Solutions for VUMC Core Managers & Core Staff

Account Access & Login Credentials

VUMC Core Managers & Core Staff **must register for an iLab account** before being able to access the core site in the iLab System.

Once registered, All Vanderbilt University Medical Center (VUMC) users will use their VUNet ID and ePassword to access the application.

Account Registration for First-time VUMC Core Managers & Core Staff

If you've not logged into iLab before, you'll need to register. To register, complete the following steps:

1. Go to the iLab application here: <https://vumc.corefacilities.org>
 - a. All VUMC users will use their **VUNet ID** and **ePassword** to access the application.
2. Click the **here** link under the header **Internal VUMC or VU user**.

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iLab Solutions

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Internal VUMC or VU user (with VUNet ID):
Click [here](#) to login or register using your institute login and password.

Not a VUMC or VU user? (no VUNet ID)
Login using iLab credentials
If you don't have an account, please [register](#) for an iLab account.

Please email support@ilabsolutions.com if you are experiencing problems with your username and password.

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3. A VUNet ID login screen will display.
 - a. Enter your **VUNet ID** and **ePassword**.

VANDERBILT UNIVERSITY
MEDICAL CENTER

Sign On

Please sign on and we'll send you right along.

Username

Password

Ping Cancel Sign On

2. A registration page will open.

The screenshot shows the 'iLab Account Registration' page. At the top, it says 'Hello David Stiles, Welcome to iLab! Please choose your PI or group to get started!'. Below this is a 'PI/Group' dropdown menu with the text 'Please select your lab/PI ...'. There are four input fields: 'First Name' (pre-filled with 'David'), 'Last Name' (pre-filled with 'Stiles'), 'Email' (pre-filled with 'david.c.stiles@vanderbilt.edu'), and 'Phone number'. At the bottom right, there are 'register' and 'cancel' buttons. The 'register' button is circled in orange. Three callout boxes point to the 'PI/Group' dropdown, the 'Phone number' field, and the 'register' button. The footer contains the text '©2006 – 2016 iLab Solutions, LLC. [privacy policy \(pdf\)](#) | [security policy \(pdf\)](#)'.

3. It will **pre-fill** you first name, last name and phone number.

a. Complete any fields that have not been pre filled.

4. In the ***PI/Group*** drop down menu, search for your **core lab's name** and **choose your core name as the lab**.

a. **If you do not see your core lab's name** in the *PI/Group* drop down menu, send an email to CoresEmail@vanderbilt.edu with the name of your core.

i. The Office of Research will contact you with additional instructions.

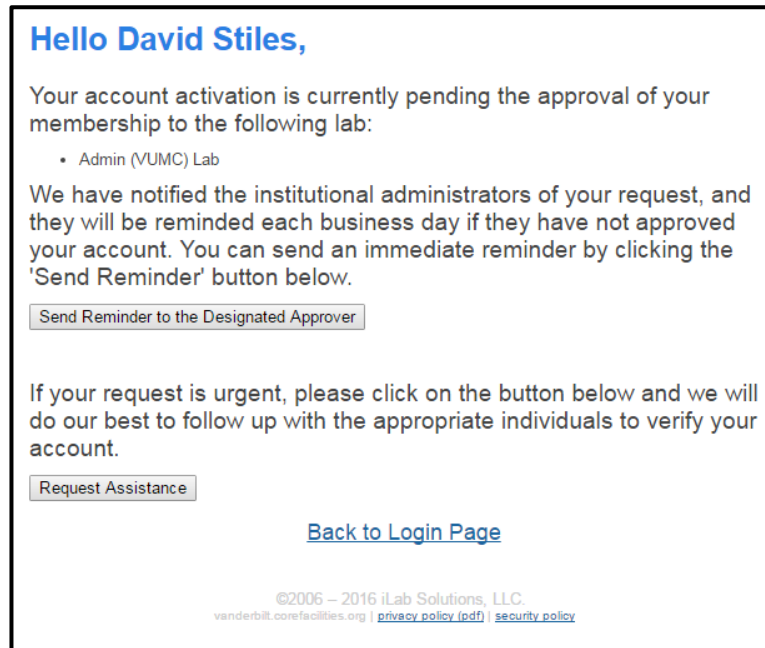
b. **If you work with multiple core labs**, please select one to initially set up the iLab account.

i. Next, send an email to CoresEmail@vanderbilt.edu with a list of the other core lab names.

ii. The Office of Research will update your iLab account and send a confirmation email.

5. Click **register**.

6. **Once you register**, the following message will display.



7. Your account **will need to be approved**.
- The Office of Research will approve requests within 24-48 hours.
 - The Core Manager and delegates also have the ability to approve research requests as needed.
8. **Upon account request approval**, you will be able to access your core's site in iLab.
- NOTE:** Additional approval may be needed to access all areas of your iLab site. Please contact your core manager or administrator for additional assistance.

iLab User Support

User Guides and FAQs can be found on the VUMC Office of Research website. Please visit the following webpage to access user support materials.

<https://medschool.vanderbilt.edu/oor/vanderbilt-cores-ilab-solutions-transition>