FAQs for VUMC Department Administrators

How do I get a user ID and password to use iLab?

VUMC Department Administrators must register for an iLab account before being able to access VUMC Cores in the iLab System.

- The system will prompt first-time users to register.
- Registration instructions are available on the Office of Research website (click to open).

Once registered, all VUMC users will use their VUNet ID and ePassword to access the application.

Registration Tips for VUMC Department Administrators

When registering, select “Admin (VUMC) Lab” in the PI/Group box

All registration requests will require approval:

- The Office of Research will review requests within 24-48 hours.
  - Once we receive your request, we’ll contact you for your department name to complete your registration.
- Contact the VUMC support team at VUMCcores@vumc.org for assistance registering.
**Updating Personal Profile in iLab**

Users can update their contact information by editing their personal profile in iLab. All Vanderbilt University (VU) users are instructed to use their VU email address and **not a personal email address**.

Please complete the following steps:

1. **Log into iLab** using your VUNet ID & ePassword.
2. **Your name** should appear in the top right-hand corner. **Click directly on your name.**
3. Select the **My Profile** option.
4. Click the **Edit** button at the top.
5. Change any of your contact information (i.e., **email address**)
6. Once you are finished editing your profile, click **Save** at the bottom right of the page.