FAQs for VUMC Users

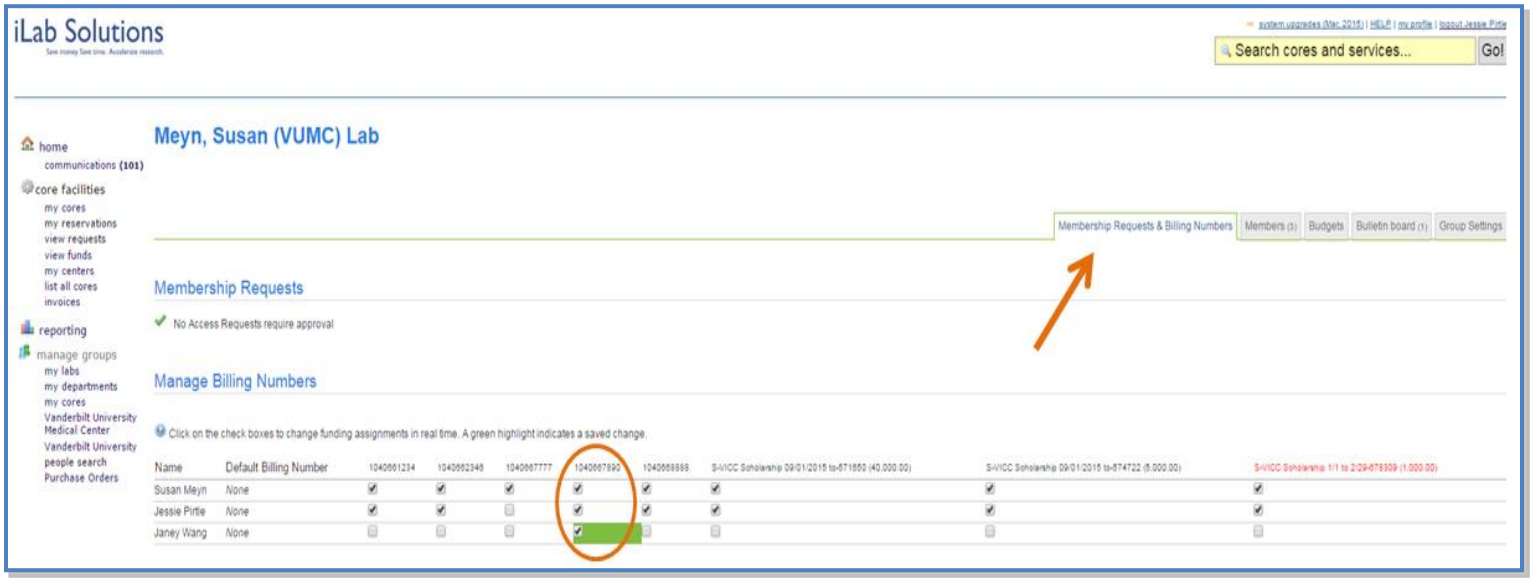
(VUMC PIs, Lab Managers, and Lab Members)

How do I activate, update, or delete VUMC Center Numbers in iLab Solutions?

VUMC Labs will need to contact their department administrators to activate new VUMC center numbers in iLab.

- Refer to the **Introduction to iLab Solutions for VUMC Department Administrators** user guide.
- This guide is available on the Office of Research webpage located here *https://medschool.vanderbilt.edu/oor/vanderbilt-cores-ilab-solutions-transition*.

Access to Center Numbers for Lab Members

Once a center number has been added to iLab by the department administrator, it will automatically be assigned to the PI only. The **PI and/ or the Lab Manager** will need to grant access to the center for any lab members or lab managers.

1. Click on ***my labs*** on the left side of the iLab page.
2. Click the lab name under the ***Labs/Groups I Manage*** section.
3. Click the ***Membership Requests & Billing Numbers*** tab to view the active center numbers for the lab.
4. All lab members and active centers will be displayed.
    a. ***Check the box*** on the row for the user to grant access to the specific center number.
5. The system will **automatically save your changes**.
   All new changes will be highlighted green.