

Registration Instructions: Access to iLab Solutions for VU Department Administrators

Account Access & Login Credentials

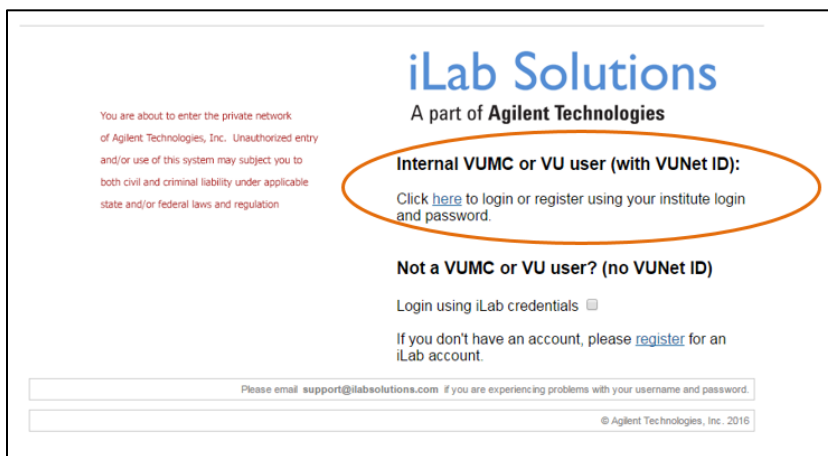
VU Department Administrators **must register for an iLab account** before being able to access the core site in the iLab System.

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

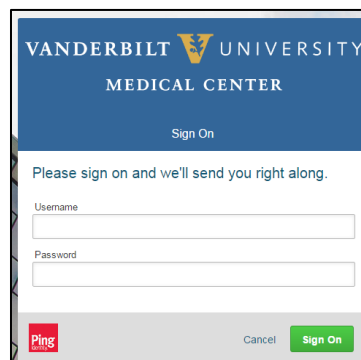
Account Registration for First-time VU Department Administrators

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 VU 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**.



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

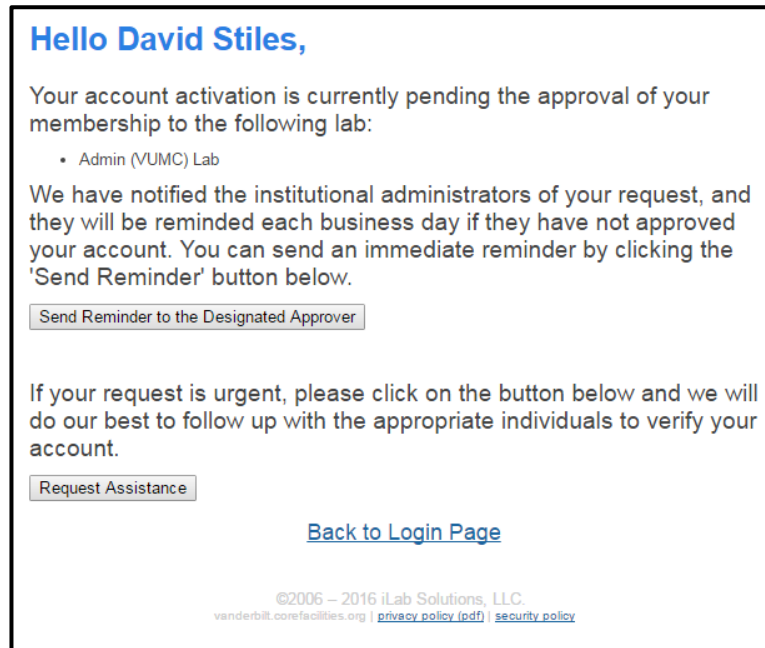


4. A **registration page** will open.

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 red stars next to the dropdown label. Below the dropdown are input fields for 'First Name' (pre-filled with 'David'), 'Last Name' (pre-filled with 'Stiles'), 'Email' (pre-filled with 'david.c.stiles@vanderbilt.edu'), and 'Phone number'. There are also four red stars next to the 'Phone number' label. At the bottom right, there are two buttons: 'register' and 'cancel'. The 'register' button is circled in orange. Callouts with orange boxes and arrows 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 \(pdf\)](#)'.

5. It will **pre-fill** you **first name**, **last name** and **phone number**.
 - a. Complete any fields that have not been pre filled.
6. In the **PI/Group** drop down menu, select the **Admin (VU) Lab** as the lab name.
7. Click **register**.

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



9. Your account **will need to be approved**.

- a. The Office of Research will approve requests within 24-48 hours.
- b. For assistance, send an email to CoresEmail@vanderbilt.edu.

10. **Upon account request approval**, you will be able to access iLab invoice reporting for the PIs in your department.

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>