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](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.

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.

![Registration Confirmation Message]

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](mailto: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](https://medschool.vanderbilt.edu/oor/vanderbilt-cores-ilab-solutions-transition)