

Registration Instructions: Access to iLab Solutions for VU Users (VU PIs, Lab Managers, and Lab Members)

Account Access & Login Credentials

VU Users (PIs, Lab Managers, & Lab Members) **must register for an iLab account** before being able to access VUMC Cores in the iLab System.

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

ATTN: VU Students

For students needing to register under a VUMC Lab, select the **AAA Default (VU) Lab**.

- The Office of Research will contact you within 24-48 hours to update your account and grant you access to the VUMC PI's lab.

For students needing to register under a VU Lab, select the **PI's VU Lab** from the drop down menu.

Account Registration for First-time VU PIs, Lab Managers & Lab Member Users

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 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

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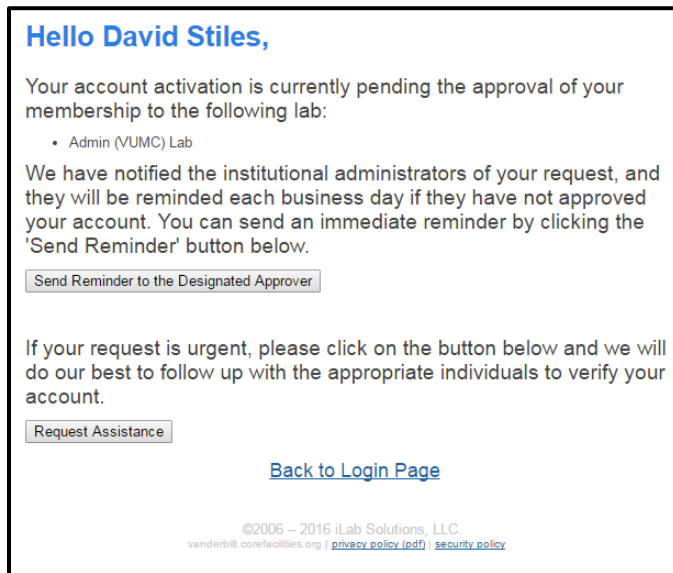
4. A registration page will open.

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 three red stars next to the dropdown. Below the dropdown are input fields for 'First Name' (filled with 'David'), 'Last Name' (filled with 'Stiles'), 'Email' (filled with 'david.c.stiles@vanderbilt.edu'), and 'Phone number'. There are three red stars next to the 'Phone number' field. At the bottom right, there are two buttons: 'register' and 'cancel'. The 'register' button is circled in orange. Callouts point to the 'PI/Group' dropdown with the text 'Select your PI's name from the 'PI/Group' drop-down menu.', to the 'Phone number' field with 'Provide phone #', and to the 'register' button with 'Click register'. At the bottom of the page, there is a copyright notice: '©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, search for the **PI's last name** and **choose the PI as the lab**.
 - a. **If you do not see the PI's name** in the *PI/Group* drop down menu, select the **AAA Default (VU) Lab** as the lab name.
 - i. The Office of Research will have a Lab created in the PI's name and contact you with additional instructions.
 - ii. **NOTE:** The PI will need to register for an account before the Office of Research can finish your registration.
 - b. **If you work with multiple PIs**, 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 PI names.
 - ii. The Office of Research will update your iLab account and send a confirmation email.
7. Click **register**.

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



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

- The Office of Research will approve requests within 24-48 hours.
- The PI and/or the Lab Manager also have the ability to approve research requests as needed.

10. **Upon account request approval**, you will be able to access and request services from VUMC cores and review invoice reports.

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>