Registration Instructions: Access to iLab Solutions for VUMC Core Managers & Core Staff

Account Access & Login Credentials
VUMC Core Managers & Core Staff must register for an iLab account before being able to access the core site in the iLab System.

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

Account Registration for First-time VUMC Core Managers & Core Staff
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 VUMC 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.
2. A registration page will open.

![Image of iLab Account Registration](https://example.com)

3. It will pre-fill you first name, last name and phone number.
   a. Complete any fields that have not been pre filled.

4. In the PI/Group drop down menu, search for your core lab’s name and choose your core name as the lab.
   a. If you do not see your core lab’s name in the PI/Group drop down menu, send an email to CoresEmail@vanderbilt.edu with the name of your core.
      i. The Office of Research will contact you with additional instructions.

   b. If you work with multiple core labs, 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 core lab names.
      ii. The Office of Research will update your iLab account and send a confirmation email.

5. Click register.
6. **Once you register**, the following message will display.

   
   ![Hello David Stiles,](image)

   Your account activation is currently pending the approval of your membership to the following lab:
   - Admin (VUMC Lab)
   We have notified the institutional administrators of your request, and they will be reminded each business day if they have not approved your account. You can send an immediate reminder by clicking the 'Send Reminder' button below.
   - Send Reminder to the Designated Approver
   
   If your request is urgent, please click on the button below and we will do our best to follow up with the appropriate individuals to verify your account.
   - Request Assistance

   Back to Login Page

7. Your account **will need to be approved**.
   a. The Office of Research will approve requests within 24-48 hours.
   b. The Core Manager and delegates also have the ability to approve research requests as needed.

8. **Upon account request approval**, you will be able to access your core’s site in iLab.
   a. **NOTE**: Additional approval may be needed to access all areas of your iLab site. Please contact your core manager or administrator for additional assistance.

**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)