

# Registration Instructions: Access to iLab Solutions for VUMC Department Administrators

## Account Access & Login Credentials

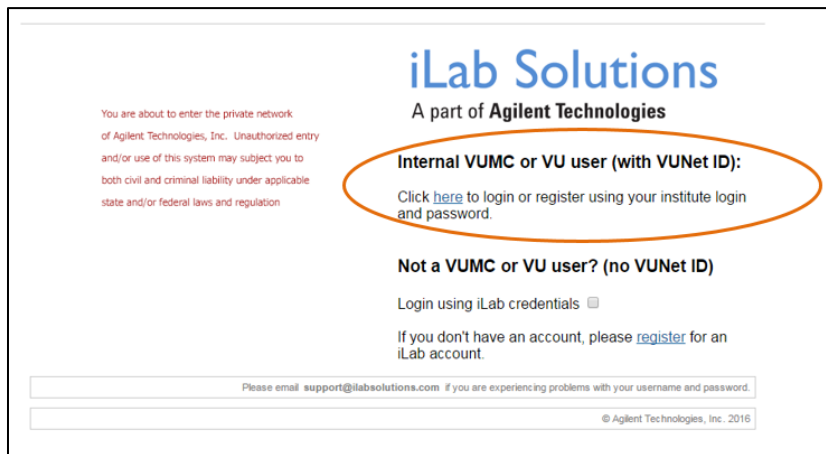
VUMC Department Administrators **must register for an iLab account** before being able to access the core site in the iLab System.

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

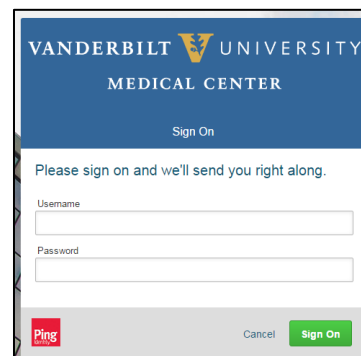
## Account Registration for First-time VUMC Department Administrators

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 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**.

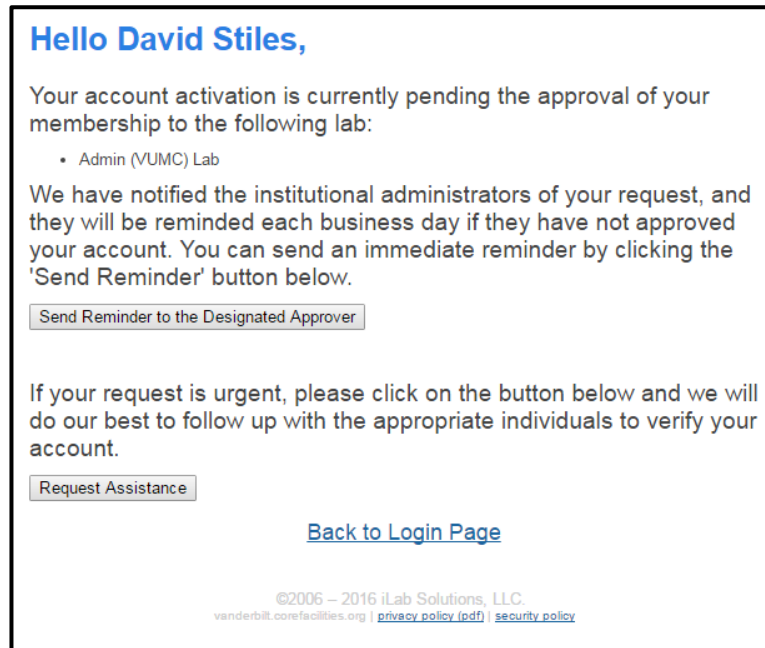


4. A registration page will open.

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 input fields: 'First Name' (pre-filled with 'David'), 'Last Name' (pre-filled with 'Stiles'), 'Email' (pre-filled with 'david.c.stiles@vanderbilt.edu'), and 'Phone number' (empty). At the bottom right are 'register' and 'cancel' buttons. The 'register' button is circled in orange. Three callout boxes with orange borders 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 (VUMC) 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**.
- The Office of Research will approve requests within 24-48 hours.
  - 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 and begin managing VUMC cost centers for the 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>