

# 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.

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

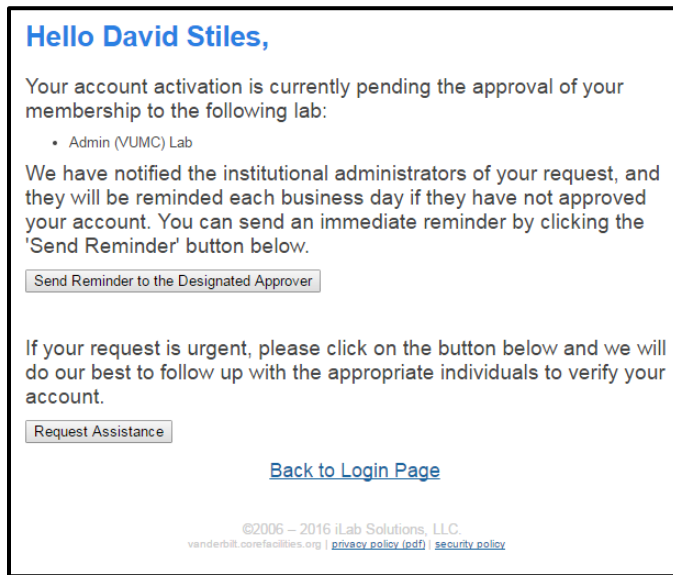
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4. A registration page will open.

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' (containing 'David'), 'Last Name' (containing 'Stiles'), 'Email' (containing 'david.c.stiles@vanderbilt.edu'), and 'Phone number'. There are three red stars next to the 'First Name', 'Last Name', and 'Email' fields. At the bottom right, there are two buttons: 'register' and 'cancel'. The 'register' button is circled in orange. There are three callout boxes: one pointing to the 'PI/Group' dropdown with the text 'Select your PI's name from the 'PI/Group' drop-down menu.', one pointing to the 'Phone number' field with the text 'Provide phone #', and one pointing to the 'register' button with the text '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 (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](mailto: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**.

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. 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>