

# iLab Account Basics and Setting Up a New User Account

## External Users ONLY

Our login page for iLab is <https://vanderbilt.corefacilities.org>. For specific core iLab pages, please visit our core facilities page.

iLab functions differently from the C.O.R.E.S. System, as your user account is a global account within the iLab system. What does this mean for you? This means:

- You only need to set up a user account once, and with this account, you can utilize cores at VU, as well as at any other institution around the world that is utilizing iLab. (Please see Figure 1 in [Section 3](#)). If you have already set up an iLab account, you do not need to set up another one.
- You can place an order at one of our cores; have users that assist you in your lab use the system as well and assist you with any orders from VU Cores; message the core directly; receive a quote; check your requests and reservations; access your invoices; etc.
- Should you have any difficulty with the registration process, you will need to contact iLab directly by emailing [ilab-support@agilent.com](mailto:ilab-support@agilent.com). If you have any questions about iLab, registering, or our cores, you can contact [coresvu@vanderbilt.edu](mailto:coresvu@vanderbilt.edu), and we will happy to assist you or guide you to the correct party that can help you further.

**Please Note:** To utilize a core at Vanderbilt University, a Research Core Services Agreement will need to be completed with the Sponsored Programs Administration (SPA) office. Please see our website for the standard services agreement under [additional forms](#).

If you have any questions, you can utilize the please feel free to contact us at [coresvu@vanderbilt.edu](mailto:coresvu@vanderbilt.edu).

## 1. Setting Up a New Account

You may either go to the URL provided to you by one of our cores, or you can go to our university [iLab](#) landing page. If you do not have an iLab account, please click on the  button. You will then be taken to a new window.

**External Users** can create an account here.

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)

Click [here](#) to signup for an iLab account.

You will then be taken to a series of pages, where you will be asked to enter your information. Please complete **all required fields**.

**Screen 1:** You must enter your information. If your institution is not already listed, you can add it by creating a new one.



Personal Information

Institution Role

Manager Contact

Billing Address

Complete Registration

### You are requesting access to the Vanderbilt University's service centers.

Email address: \*

Phone number:

First name: \*

Last name: \*

I am affiliated with the following institution: \*

I'm not a robot



reCAPTCHA  
Privacy - Terms

Continue

**Screen 2:** You will then be asked to identify your role, and you can choose to create a new lab, or select one already present. You can also select if there is another person in your lab who helps to manage lab memberships, fund assignments and/or spending approvals. If you select YES, please see the next screen. If the answer is NO, please jump to [Screen 4](#).

**VANDERBILT UNIVERSITY®**

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Personal Information Institution Role Manager Contact Billing Address Complete Registration

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**You are requesting access to the Vanderbilt University's service centers.**

What is your primary role at External Test Company - VU?  
*Please select 'Principal Investigator' if you manage your own research and have your own funding.*

---- No title ----

----- No title -----

Principal Investigator

Student

Graduate Student

Research Associate

Post-Doctoral Fellow

Medical Resident/Fellow

Technician

Administrator

Director

Other

Back Start Over

Continue

**Screen 3:** Here you can add a person from your lab who helps to manage lab memberships, fund assignments and/or spending approvals.

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Personal Information Institution Role Manager Contact Billing Address Complete Registration

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**You are requesting access to the Vanderbilt University's service centers.**

Financial Admin's Email address: \* Financial Admin's Phone number:

Financial Admin's First name: \* Financial Admin's Last name: \*

Back Start Over

Continue

**Screen 4:** Here you must complete all your billing information. This must be your correct billing information, as this will appear on the invoice, and is not related to any shipping information. You can choose to enter different shipping information at the bottom of screen 4 if needed.

**You are requesting access to the Vanderbilt University's service centers.**

Associate a new billing address to my account.

**Billing Information**

*iLab is free... but we still need your billing information so core facilities can charge you when necessary. Consider the payment method you intend on using when entering the billing address.*

Institution to Bill: \*

Attn (name of billing contact): \*

Email (email of billing contact): \*

Department to Bill: \*

Billing Address: \*

Billing Address 2:

City: \*

Province / State:

Country: \*

Country: \*

Zip or Postal code: \*

Billing Phone: \*

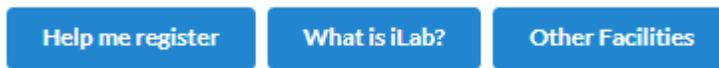
Billing Fax:

Do you have a different shipping address?

[Back](#) [Start Over](#)  
[Continue](#)

If you need assistance with your account set up at any point, you can:

- Utilize the **Help me register** button to the upper right corner of the account set up screen. This is available on each screen.



**Help Me Register** – will give you various contact options for iLab support staff.

- You can contact your VU Core contact for assistance.
- You can contact our office at [coresvu@vanderbilt.edu](mailto:coresvu@vanderbilt.edu).

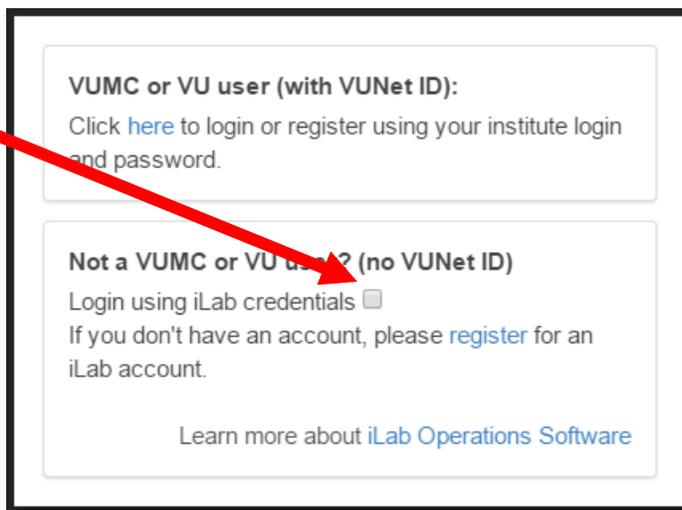
## 2. Logging into iLab and Utilizing our Cores

Once you have set up your iLab account, you can then log into the application. You can go to the core's specific URL or our [Vanderbilt iLab landing site](#) and click the green **login** button.

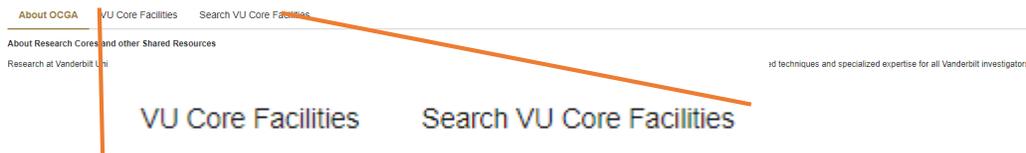


Once you click the  button, a new screen will pop up.

**External Users** can login here using their iLab username and password.



**Please Note:** Please contact the relevant core you wish to utilize, as each core has a different process when working with external users. You can either find the core's contact information on our [Core Facilities](#) page, or on our [landing site](#).



You can search any core that is currently live from our landing page using the two tabs above. You will only be able to see their public information from here. To access a core's iLab site directly, you can find the core's specific iLab link on our [Core Facilities](#) webpage.

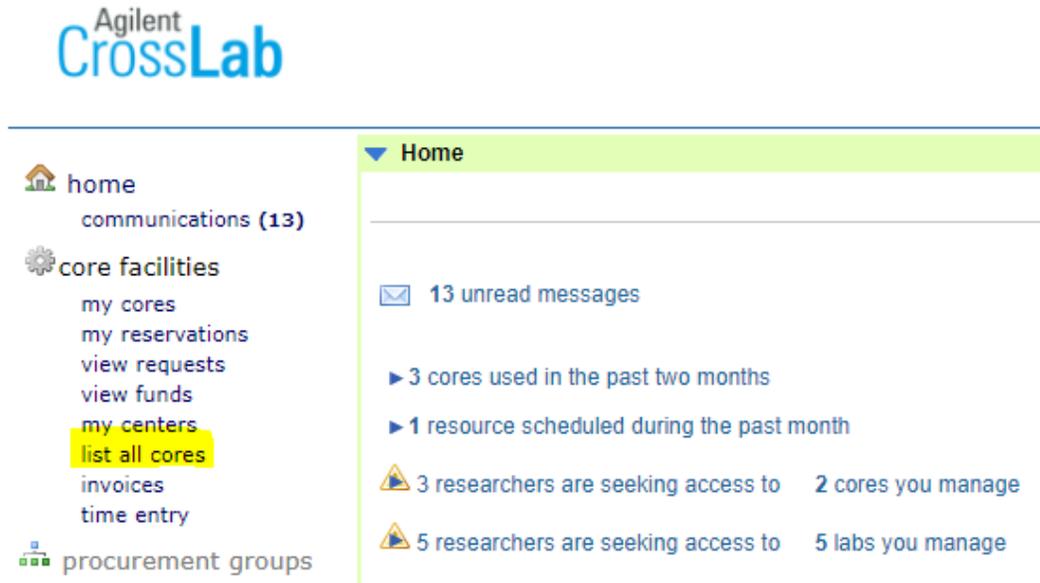
### 3. Navigating iLab – the basics

#### 3.1 Searching for Cores in iLab

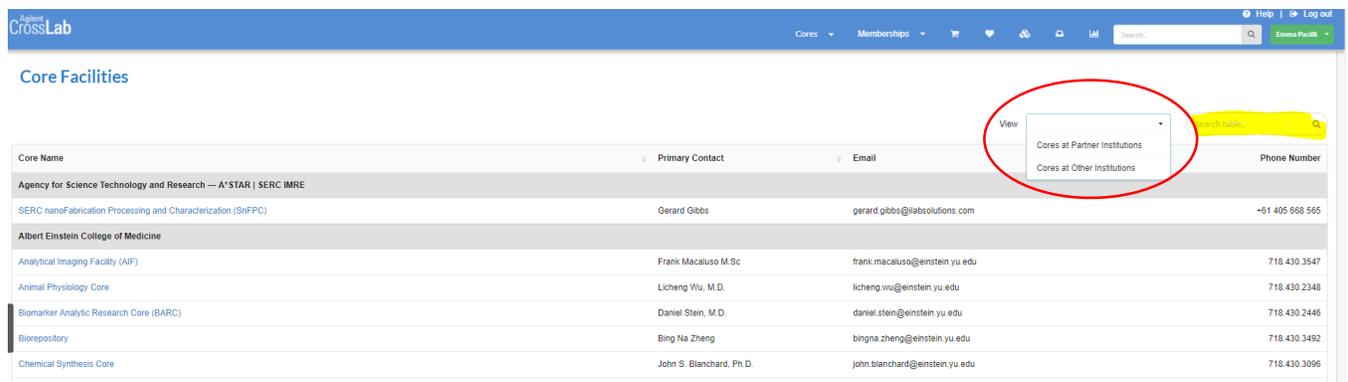
Vanderbilt University’s iLab site is: <https://vanderbilt.corefacilities.org>.

Please see landing page search information on the previous page.

**Figure 1: Left Menu Bar** → “list all cores” – this is where you can search for cores in iLab



Once in the search for cores page, you can view *Cores at Other Institutions*. You can refine your search further by using the search bar to the right of the “View” drop down menu, and type in the type of core you are looking for using keywords.



## 3.2 The top right corner menu bar

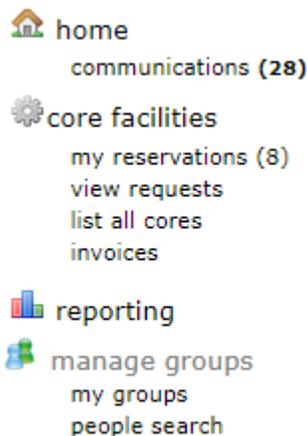


- **System Upgrades:** This link will take you to another page that lists all of the updates that have occurred, with the most recent set at the top.
- **HELP:** This link will allow you to submit a help ticket directly to iLab. You can use this if you are having trouble with your account.
- **My profile:** Here you can edit your own profile details. Please see [Section 4](#) for more details.
- **Logout:** This will log you out of the system. When you are finished using iLab, please make sure you log out.
- **Search cores and services... search bar:** You can use this as a way to search for cores and services.

## 3.3 The left hand menu bar

The left hand menu bar is your main navigation tool within iLab. What appears will change for each user based upon your role within iLab and on your institution's set up (if your institution is on iLab). The explanations below are to provide you with a basic guide, but may be somewhat different.

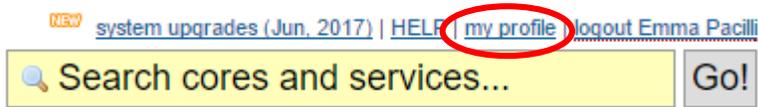
### Principal Investigators and Lab Managers:



- “**home**” will take you to your dashboard.
- “**communications**” will list any communications you have. This is similar to the emails you receive from the system.
- “**core facilities**” will take you to the Core Facilities list of VU within iLab.
- “**view requests**” will populate if you, or users of your lab(s), have requests with core facilities, and will only show YOUR lab's user requests.
- “**my reservations**” will populate if you have any reservations with core facilities, and will only show YOUR reservations.
- “**invoices**” will have all the invoices generated for your labs.
- “**reporting**” allows you to create and generate reports as it relates to your department. Please watch the [reporting tutorial](#) offered by iLab.
- “**my groups**” will list any labs you are a member of.
- “**people search**” will allow you to search for VU and VUMC people who already have an iLab account.

## 4. Your iLab User Profile

If you click on the “my profile” link at the very top of the right hand corner of the screen, you will be taken to a new page where you can edit your profile.



Your options are listed below:

Profile Details
Change Password
Billing / Shipping Information
Notification Settings
Default Ordering Settings
Search Preferences
Projects
Labs <span>7</span>
Colleagues

- **Profile Details**: Here you can edit your basic profile details. **Please Note** – It is important that your time zone is set correctly, or you may have issues with equipment reservations.
- **Billing / Shipping Information**: This is important for utilizing external cores.
- **Notification Settings**: This is in relation to a materials module that Vanderbilt does not utilize.
- **Default Ordering Settings**: You can set order default settings if desired.
- **Search Preferences**: This is in relation to a materials module that Vanderbilt does not utilize.
- **Projects**: This is in relation to a materials module that Vanderbilt does not utilize.
- **Labs**: list all the labs you are a member of.
- **Colleagues**: This will list any user profiles you have chosen to add as a colleague.