Setting Up a New User Account in iLab for Use of a Vanderbilt University Core Facility – for Vanderbilt Employees Only

A User Account in iLab only has to be set up once, regardless of what institution's Core Facilities are being used.

Does user already have iLab account?

—No→

Is the User an employee of Vanderbilt University?

—Yes→

User will go to https://vanderbilt.corefacilities.org and select "Sign-up"

—Yes→

User enters their VUNetID and password

—Yes→

Does PI already have a lab set up?

—Yes→

Complete Registration Form

Yes (down) → STOP – No additional account needed

No (down) → STOP – Use the appropriate set of instructions

No (down from "Does PI already have a lab set up?") → Are you the PI?

Done (from Complete Registration Form)

Are you the PI?

No →

Are you a Lab Manager or Member?

PI must set up account first. Select AAADefault(VU)Lab

Complete Form - https://www.vanderbilt.edu/cores/iLab_vu_lab_managers_members_vu.php

Yes →

Select PI Placeholder(VU)Lab

Complete Form - https://www.vanderbilt.edu/cores/iLab_vu_pi.php

Research Finance will notify you once lab has been created for use in iLab