All facility users are invited to use the iLab system. Once you are registered, the iLab system will enable you to place service requests, provide required approvals, and monitor project progress.

To register for an iLab account:

1. Navigate to the core page: https://vanderbilt.corefacilities.org/service_center/show_external/5102
2. In the upper-right-hand corner of the screen click ‘Login,’ and select the **click here** link if you are part of the institution.
3. You will be directed to an authentication page where you will need to enter your Vanderbilt credentials.
4. Once you have entered your credentials, click the ‘Login’ button.
5. You will be directed to an iLab Registration page where you will need to select your PI/Lab and verify your contact information.
6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab in iLab. They will need to approve your membership and assign any Billing Number for your use.

To Create a Service Request:

Once you have been accepted into your PI’s lab and assigned Billing Number, you can create service requests.

1. Navigate to the core page: https://vanderbilt.corefacilities.org/service_center/show_external/5102
2. At the upper right hand of the page where it says, ‘Welcome Vanderbilt user, click here to log in or register,’ select **click here**.
3. Enter your VU Net ID and password, and sign in.
4. Select the Request Services tab and click on the ‘Request Service’ button next to the service of interest.
5. You will be asked to complete a form before submitting the request to the core.
6. Your request will be pending review by the core. The core will review your request and either Agree to the work or they will ask for more information if needed.

**Attachment**

iLab.jpg - Added on October 1, 2019 at 11:25 AM by Jennifer Skelton