# Service Forms

Vanderbilt Genome Editing Resource is now using iLab for all service requests.

https://vanderbilt.corefacilities.org/service_center/show_external/5102

Expand

All facility users are invited to use the system, which requires a one-time registration as discussed below. Once you are registered, the system will enable you to place service requests, provide required approvals, and monitor progress.

**To register for an iLab account:**

To get started, you must register for an 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

**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.