1. <u>Setting Up a New Account – VU Users</u>

You can set-up your user account using your VUNet ID and password by going directly to iLab. Once your account has been created, a request for your association to the lab you have chosen will be sent to the appropriate parties. If you have trouble logging into your account, and cannot log in, please contact ilab-support@agilent.com. If your request to join a lab has not been approved within 24 hours, please contact VU Cores at coresvu@vanderbilt.edu.

To create a new account, please go to Vanderbilt's iLab landing page, and click on the **sign-up** ○ button. You will then be taken to a new window.

VU and VUMC users should click here to create an account.

VU users will be taken to a screen to login using their VUNet ID and password. Your First Name, Last Name and Email address will be auto-populated, but you will be required to fill in your chosen PI/Group (Lab) and your Phone Number.
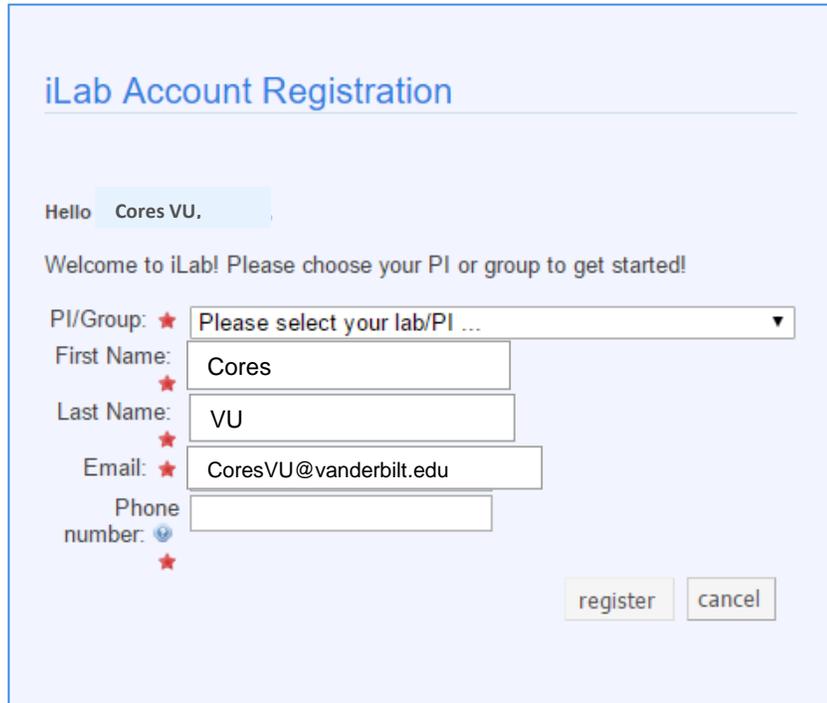
Please follow the instructions on the next page to select the correct lab based on your user role.

Lab Selection Instructions based on User Role:

Please look for special instructions below depending on the type of user account needed:

➢ **Principal Investigators:** Please look for your lab within the list. Your lab will be identifiable by your last name. If you cannot find your lab, please select the **PI Placeholder (VU) Lab** and then fill out this form. We will notify you once your lab has been created within iLab and is ready for you to use.

➢ **Lab Managers and Resource Users**: Please look for your PI in the list, and select your PI's lab. If you cannot find your PI in the list, then your PI needs to set up their account first. Please see above. Until they set up their account, you can select the **AAA Default (VU) Lab**. If you have submitted a request to the "**AAA Default (VU) Lab** ," please fill out this form. *Please note*: Resource Users are called *Members* in iLab.

If you are a VU user, and are trying to join a lab at VUMC, please request to join the **AAA VUMC Default (VU) Lab**, the please fill out his form, that way we can direct your request to VUMC to be completed.

➢ **Department Managers/Administrators, Finance Managers, Core Admin, Core Staff**: Please look for the **Admin (VU) Lab**, under the Lab list, and request to join. Then please fill out this form to let us know which department or core you should be linked to. We will notify once you have been linked to the appropriate role.