VUIIS Human Imaging Core: Getting Started in iLab

To view resource calendars in the VUIIS Human Imaging Core, customers must be registered in iLab and request access to the VUIIS Human Imaging Core. To make resource reservations, customers must also have active billing numbers in the system.

Please complete the steps listed below to gain access to our core and enter your billing numbers.

Additional institution-specific user guides can be found on the VUMC Office of Research’s (OOR) site: https://medschool.vanderbilt.edu/oor/ilab-user-support-user-guides

Step 1: iLab Registration

1. Go to https://vumc.corefacilities.org/
2. Click login at the top right corner of the page.
3. Follow the instructions for VUMC or VU user (with VUNet ID)

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)
Login using iLab credentials
If you don’t have an account, please register for an iLab account.

Learn more about iLab Operations Software

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4. Enter your VUNetID and password

![Login Screen]

5. A registration page will open. Complete any fields that have not been pre-filled.
   - In the **PI/Group** drop down menu, search for your **PI’s last name** and choose your PI as the lab.
   - If you do not see your PI’s name in the PI/Group drop down menu, send an email to CoresEmail@vanderbilt.edu with your Name and PI’s Name.
     - The Office of Research will have a Lab created in the PI’s name and contact you with additional instructions.
   - If you work with multiple PIs, please select one to initially set up the iLab account. Next, send an email to CoresEmail@vanderbilt.edu with a list of the other PI names whose labs you need to be associated with.
     - The Office of Research will update your iLab account and send a confirmation email.

![iLab Account Registration]

6. Your account will need to be approved. The OOR will approve requests within 24-48 hours.
Step 2: Request access to the Human Imaging Core

1. Log in to https://vumc.corefacilities.org/
2. Click on list all cores under core facilities on the left side of the page
3. Click on VUMC Institute of Imaging Science (VUIIS) - Human Imaging
   - **VUMC customers:** The VUIIS Human Imaging core will be listed on the Cores at my institution tab
   - **VU customers:** You may need to click on the Cores at other institutions to find the VUIIS Human Imaging core.

4. You will receive an email confirming that you have been granted access to the VUIIS Human Imaging Core.
   - Access requests are monitored daily during business hours.
   - Please allow up to 24 hours for a response.
Step 3: Billing number entry

**VUMC Customers**

1. VUMC Labs will need to contact their department administrators to activate new VUMC center numbers in iLab.
   - This is most likely the same person who entered center numbers in CORES for your lab.
   - Refer to the Introduction to iLab Solutions for VUMC Department Administrators guide.
   - This guide is available on the Office of Research webpage located here: https://medschool.vanderbilt.edu/oor/vanderbilt-cores-ilab-solutions-transition

2. Once a center number has been added to iLab by the department administrator, it will automatically be assigned to the PI only.
   - The PI and/or the Lab Manager will need to grant access to the center for any lab members or lab managers.
   - Instructions can be found in this guide: Once a VUMC Center Number is activated, how do I grant my lab members access to the center number?

**VU Customers**

1. Each VU customer (PIs, lab managers, and lab members) will be responsible for creating their own POs within each VUMC core facility.

2. Instructions can be found on the OOR’s FAQs for VU PIs, Lab Managers & Lab Members page: How do I activate, update, or delete POs (i.e., VU cost centers) in iLab?
   - **IMPORTANT**: Be sure to enter a large number for the Initial Amount value. This value is intended to function as a ceiling on what can be billed over the course of time. To prevent delays in reservations requests and billing, we recommend $1,000,000.00.

3. The PO will need to be approved by the Human Imaging Core or the VUMC OOR. The status will be pending approval until it has been approved.

4. Once approved, the PO will be available in the payment section dropdown menu when service request or reservations are created.