Getting Started with Micores

Micores

https://umich.corefacilities.org/

MICORES IVAC

https://umich.corefacilities.org/sc/5711/umich-in-vivo-animal-core-ivac

University of Michigan Clients

Principal Investigators should automatically have MiCORES accounts.

<u>Laboratory Personnel: MiCORES Account Setup</u>: (U-M Level-1 credentials)

- MiCORES Account Creation
- Request Lab Membership
- Request Shortcode Access

<u>Investigators: Group Management in MiCORES</u>: (U-M Level-1 credentials)

- Accept/Decline Membership Requests
- Add Members to your MiCORES Lab
- Assign a Lab Manager to your MiCORES Lab
- Assign Short Codes to Lab Members
- Request Access to Additional Shortcodes

External Clients

The In-Vivo Animal Core (IVAC) welcomes requests from customers outside of the University of Michigan. If you are interested in working with us, a signed service agreement needs to be executed between your institution and the University of Michigan. You will also need to have a MiCORES account and a valid PO on file before samples can be submitted.

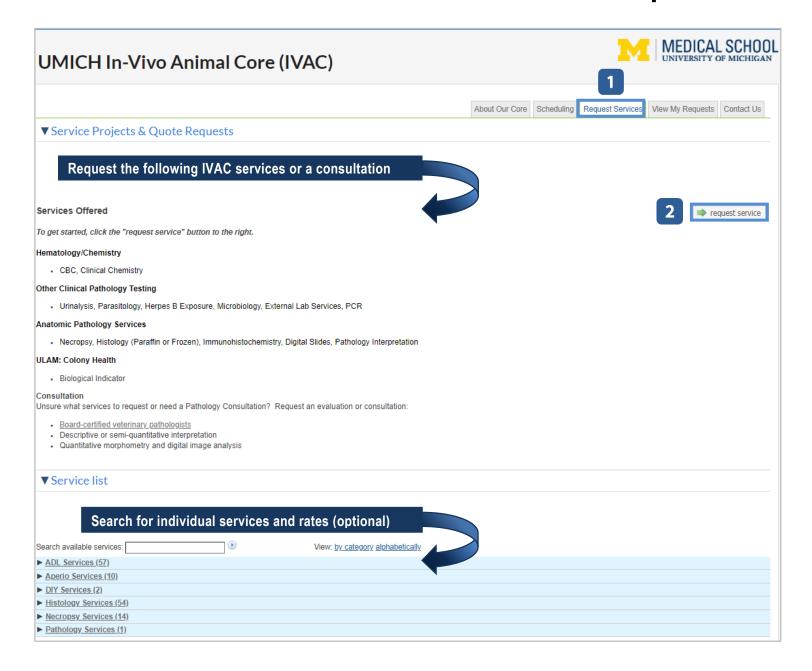
To register for a MiCORES account, follow these steps:

- Register for a MiCORES account and follow the steps under "Need an iLab Account?"
- 2. Upon receiving a confirmation email, return to MiCORES and login.
- 3. Request access to the desired Core
- 4. After receiving access to the Core, complete all contact information including:
 - a. For the lab/company requesting the service
 - b. Institution/Company's Accounts Payable address to receive/pay invoice
 - c. Enter your payment information in the "Purchase Order" field, enter your PO #, and attach the PO document. If you do not yet have a PO#, type "Purchase Order" and update the PO # when available for work to begin.

Contact us at <u>ulam-ivac@umich.edu</u> for project estimates and to complete the service agreement.

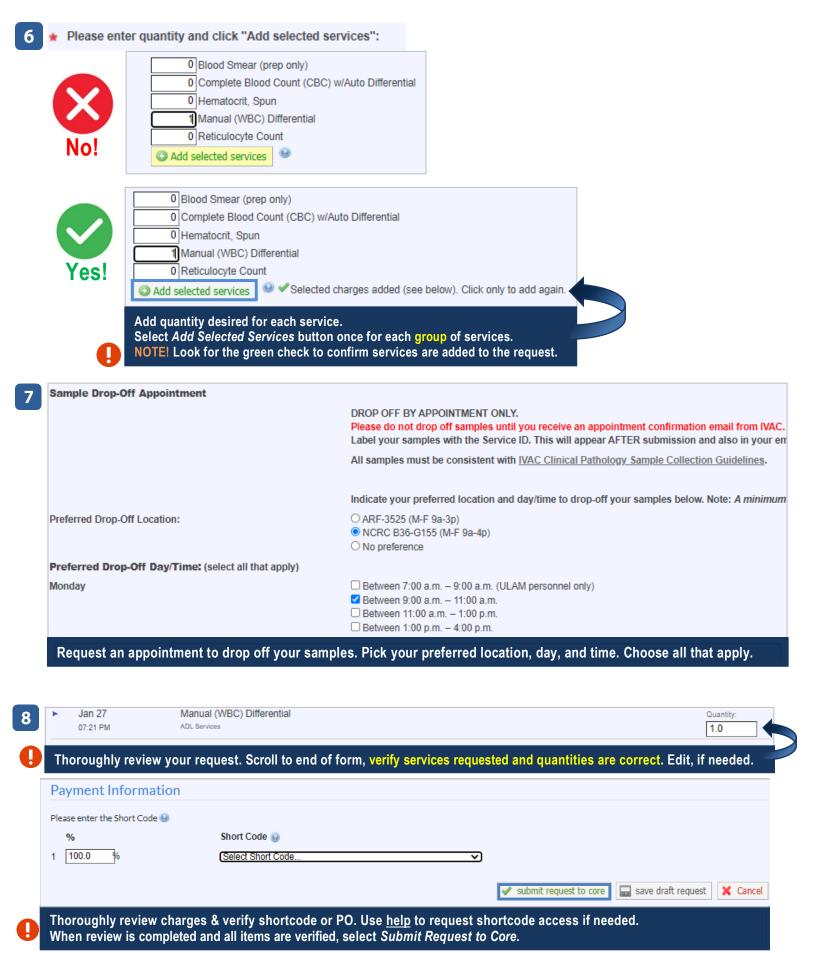


How to Submit a ULAM-IVAC Service Request



3	Services Offered		
	Request Name: 22-[CID]-Cafferata-J Customer: Claire Researcher Lab: iLab Test (Testing) Lab Email: claire.researcher@ilabx.com Phone: 222-444-6688	Service ID is automatically assigned to your request. Do not change.	
	Customer Experiment ID (Optional)	Customer Experiment ID: add your own project identifier (optional).	
	All questions identified by a red star are required in order to submit the completed form for review.		
1	Requested Services: (Select all that apply)	 ☐ Hematology/Chemistry ☐ Other Clinical Pathology Testing ☐ Anatomic Pathology Services ☐ ULAM: Colony Health ☐ Consultation 	
	Select all Requested Services that apply. Unrelated requ	uests (different experiments) should be submitted as separate requests.	
	★ Requested Services: (Select all that apply)	✓ Hematology/Chemistry ☐ Other Clinical Pathology Testing ☐ Anatomic Pathology Services ☐ ULAM: Colony Health ☐ Consultation	
	★ ULAM Clinical Case:	○ Yes No	
	★ Species:	Mouse	
	★ Temperature dependent (check all that apply and specify sample type):	✓ Room Temperature ☐ Refrigerate 4°C ☐ Freeze -20°C ☐ Freeze -80°C	
	★ Do your samples require BSL2 handling?	○ Yes ● No	
	Provide (or upload below) additional information relevant to your request: Ex. Focus of the project/question being asked, Orientation of the tissues, Sectioning paradigm, Type of pathology evaluation needed, etc		
	Please attach relevant information:		
	Sample IDs:	Please select v	
Follow this <u>link</u> for more details regarding test parameters, sample collection, storage and volume.		Is regarding test parameters, sample collection, storage and volume.	
	MUST be collected in EDTA purple top tubes.		

Additional questions will appear based on your selection(s). Be descriptive and thorough in your request. Note tips provided.





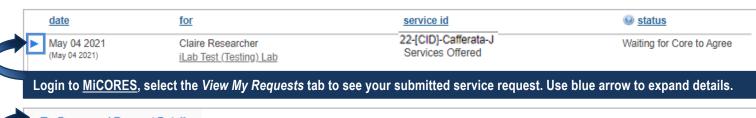
Activity After Service Request Submission

Sample Drop Off & Pick Up

- 1. The IVAC team will review/approve your request and schedule an appointment for you to drop off your samples.
- 2. Wait until you receive an email confirmation with your drop-off location, date/time.
- Label your sample with the Service ID found in the email confirmation and on your MiCORES request. This will avoid delay and confusion.
 - 4. Drop off your **labeled sample** at the confirmed location.
 - 5. Your appointment will appear in "My Reservations" when you login to MiCORES and in the "Events" section of your service request.
 - 6. When your request is complete, the IVAC team will contact you to schedule a pick up location and date/time.

Monitor Service Request Progress

← Check MiCORES before contacting IVAC with questions about the progress of your request



 Value
 Forms and Request Details

 Jan 27
 Paraffin Processing and Embedding Ouantity:
 Unit Price:
 Total:
 Billing Status:
 Work Status:

 04:07 PM
 Histology Services
 1.0
 \$7.72
 \$7.72
 Ready To Bill
 Completed

Expand Forms and Request Details for the status of individual services

Resource Start time End time

Sample Drop-off/Sample Pick-up: NCRC (NCRC) 01 Feb 10:15 01 Feb 10:30

Expand Events to view your sample drop off and pick up appointments or equipment and room reservations

Review Attachments & URLs to view test results and other related documents, e.g., sample submission details



Review Comments for important communication from IVAC regarding your service request

