

# 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.

**Laboratory Personnel: MiCORES Account Setup:** (U-M Level-1 credentials)

- MiCORES Account Creation
- Request Lab Membership
- Request Short code Access

**Investigators: Group Management in MiCORES:** (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 Short Codes

## 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:**

1. [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” filed, 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 [ulam-ivac@umich.edu](mailto:ulam-ivac@umich.edu) for project estimates and to complete the service agreement.

# How to Submit a ULAM-IVAC Service Request

## UMICH In-Vivo Animal Core (IVAC)



**1**

[About Our Core](#) [Scheduling](#) [Request Services](#) [View My Requests](#) [Contact Us](#)

▼ [Service Projects & Quote Requests](#)

**Request IVAC the following services or a consultation**

**Services Offered**

To get started, click the "request service" button to the right.

**Hematology/Chemistry**

- CBC, Clinical Chemistry

**Other Clinical Pathology Testing**

- Urinalysis, Parasitology, Herpes B Exposure, Microbiology, External Lab Services, PCR

**Anatomic Pathology Services**

- Necropsy, Histology (Paraffin or Frozen), Immunohistochemistry, Digital Slides, Pathology Interpretation

**ULAM: Colony Health**

- Biological Indicator

**Consultation**

Unsure what services to request or need a Pathology Consultation? Request an evaluation or consultation:

- [Board-certified veterinary pathologists](#)
- Descriptive or semi-quantitative interpretation
- Quantitative morphometry and digital image analysis

**2** [request service](#)

▼ [Service list](#)

**Search for individual services and rates (optional)**

Search available services:  [View: by category alphabetically](#)

- ▶ [ADL Services \(57\)](#)
- ▶ [Aperio Services \(10\)](#)
- ▶ [DIY Services \(2\)](#)
- ▶ [Histology Services \(54\)](#)
- ▶ [Necropsy Services \(14\)](#)
- ▶ [Pathology Services \(1\)](#)

### 3 Services Offered

Request Name:

Customer: Claire Researcher Lab: iLab Test (Testing) Lab

Email: claire.researcher@ilabx.com Phone: 222-444-6688

A Service ID is automatically assigned to your request. Do not change.

Customer Experiment ID (Optional)

Customer Experiment ID: add your own project identifier (optional).

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All questions identified by a red star are required in order to submit the completed form for review.

★ 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 requests (different experiments) should be submitted as separate requests.

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★ 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:

★ 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:

Follow this [link](#) for more details 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.

6 **★ Please enter quantity and click "Add selected services":**



<input type="text" value="0"/>	Blood Smear (prep only)
<input type="text" value="0"/>	Complete Blood Count (CBC) w/Auto Differential
<input type="text" value="0"/>	Hematocrit, Spun
<input type="text" value="1"/>	Manual (WBC) Differential
<input type="text" value="0"/>	Reticulocyte Count
<input type="button" value="Add selected services"/>	



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<input type="text" value="0"/>	Reticulocyte Count
<input type="button" value="Add selected services"/>	

Selected charges added (see below). Click only to add again.

Add quantity desired for each service.  
Select **Add Selected Services** button once for each **group** of services.  
**NOTE!** Look for the green check to confirm services are added to the request.

7 **Sample Drop-Off Appointment**

DROP OFF BY APPOINTMENT ONLY.

**Please do not drop off samples until you receive an appointment confirmation email from IVAC.**  
Label your samples with the Service ID. This will appear AFTER submission and also in your email.

All samples must be consistent with [IVAC Clinical Pathology Sample Collection Guidelines](#).

Indicate your preferred location and day/time to drop-off your samples below. Note: **A minimum**

Preferred Drop-Off Location:

- ARF-3525 (M-F 9a-3p)
- NCRC B36-G155 (M-F 9a-4p)
- No preference

Preferred Drop-Off Day/Time: (select all that apply)

Monday

- Between 7:00 a.m. – 9:00 a.m. (ULAM personnel only)
- Between 9:00 a.m. – 11:00 a.m.
- Between 11:00 a.m. – 1:00 p.m.
- Between 1:00 p.m. – 4:00 p.m.

Request an appointment to drop off your samples. Pick your preferred location, day, and time. Choose all that apply.

8 **Jan 27 07:21 PM Manual (WBC) Differential ADL Services**

Quantity:

**Thoroughly review your request. Scroll to end for form, **verify services requested and quantities are correct.** Edit, if needed.**

**Payment Information**

Please enter the Short Code

%	Short Code
1 <input type="text" value="100.0"/> %	<input type="text" value="Select Short Code..."/>

**Thoroughly review charges & verify short code or PO. Use [help](#) to request short code access if needed. When review is completed and all items are verified, select **Submit Request to Core**.**

# 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.
3. **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

- i** Check MiCORES before contacting IVAC with questions about the progress of your request

<a href="#">date</a>	<a href="#">for</a>	<a href="#">service id</a>	<a href="#">status</a>
May 04 2021 (May 04 2021)	Claire Researcher <a href="#">iLab Test (Testing) Lab</a>	22-{CID}-Cafferata-J Services Offered	Waiting for Core to Agree

Login to [MiCORES](#), select the *View My Requests* tab to see your submitted service request. Use blue arrow to expand details.

<a href="#">Forms and Request Details</a>						
Date	Service	Quantity	Unit Price	Total	Billing Status	Work Status
Jan 27 04:07 PM	Paraffin Processing and Embedding Histology Services	1.0	\$7.72	\$7.72	Ready To Bill	Completed

Expand *Forms and Request Details* for the status of individual services

<a href="#">Events</a>		
Resource	Start time	End time
<a href="#">Sample Drop-off/Sample Pick-up: NCRG (NCRG)</a>	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

<a href="#">Attachments &amp; URLs</a>	
<a href="#">sample_submission_gri...</a>   2022 Jan 26 @09:31 size: 9 KB note: 7 animals for each day	
<a href="#">22-744-</a>   <a href="#">24HR_C...</a> Anna Colvig 2022 Jan 27 @13:51	

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

<a href="#">Comments</a>	
Jan 27 '22 01:25 PM	<a href="#">[Name]</a> said Thank you for your question. Yes, I would like the two pieces to be in two separate cassettes. And yes, I want 1 H&E slide per block.
Jan 27 '22 12:50 PM	<a href="#">Pavlina Zafirovska</a> said Hi <a href="#">[Name]</a> . Thank you for independently submitting your histology request via MiCores/iLabs! To clarify, would you like us to place the two pieces in

Review *Comments* for important communication from IVAC regarding your service request.