

# Registering for Flow Cytometry Core Access

## CONTEXT

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### *WHAT IS THE PURPOSE OF THIS PROCEDURE?*

**Registering for an external iLab account to gain access to the Flow Cytometry Core Facility**

### *WHEN IS THIS PROCEDURE APPLIED?*

When new external users want to utilize the Flow Cytometry Core Facility instruments.

### *ARE THERE EXCEPTIONS TO NORMAL WORKFLOW FOR THIS PROCEDURE?*

N/A

### *DEFINITIONS:*

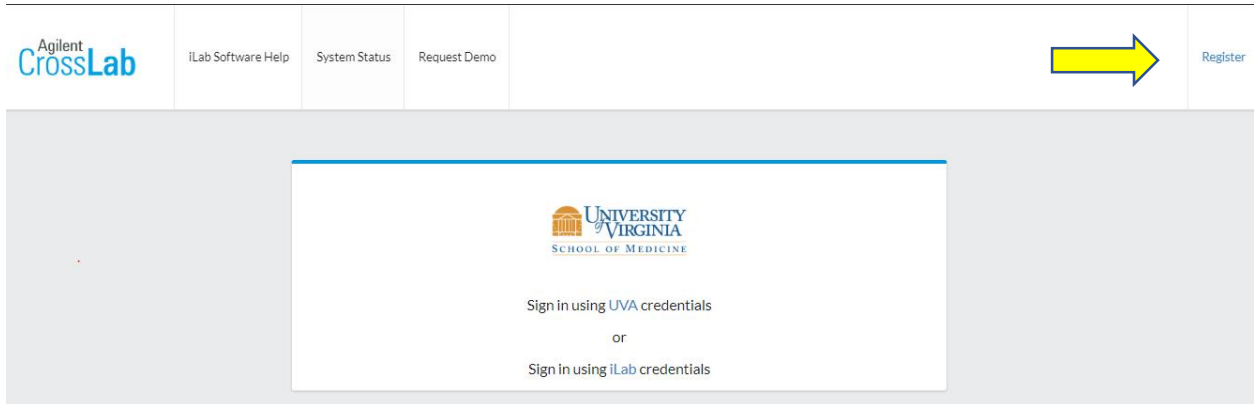
### *REFERENCES:*

iLab: A modular, web-based, asset management software tool designed to support operations for shared resource facilities.

Project Based Biosafety Questionnaire: Flow Cytometry Core requirement based upon the Institutional Biosafety Committee (IBC) review of all University research and teaching activities conducted by faculty, staff, students and/or visiting scientists on University property that involve the use of biological agents.

## PROCEDURE

1. Go to <https://uva.corefacilities.org> and select Register. If you already have an iLab account please go to step #7.



2. Once you click 'Register', it will bring you to the first step of the Registration interface, where you enter your e-mail address, verify the CAPTCHA requirement and agree to iLab's privacy and security policies.

The image shows the first step of the registration process. At the top, a progress bar has four steps: 'Start' (active), 'Personal Information', 'Group Associations', and 'Billing Information'. The main content area is titled 'You are requesting access to the University of Virginia's service centers.' It contains a text input field with the placeholder text '\* Please enter your institution email address'. Below this is a reCAPTCHA widget with the text 'I'm not a robot' and a checkbox. At the bottom, there is a checkbox labeled 'I agree with iLab's privacy and security policies' and two buttons: 'Cancel' and 'Continue'.

3. The next step of the process requires you to complete your personal information. The institution field may be pre-populated based on the e-mail address, but this selection can be overridden.

Start > **Personal Information** > Group Associations > Billing Information

You are requesting access to the  
University of Virginia's service centers.

\* First Name

\* Last Name

Phone Number

\* I am affiliated with the following institution

\* What is your primary role at the above?

[Cancel](#) [Back](#) [Continue](#)

4. Then you will be prompted to indicate the Lab/Group you are associated with. You may enter the group name, PI name, or financial approver and the system will search for a group matching that information. If there is no existing Lab/Group, you can use "Create New Group" to create a new Lab/Group.

Start > Personal Information > **Group Associations** > Billing Information

You are requesting access to the  
University of Virginia's service centers.

\* What lab or research group are you associated with?

Hint: You can also search using your PI or Manager Name

[Cancel](#) [Back](#) [Continue](#)

- a. If your lab does not show, please select "Create New Group" and fill in your information.

Start

Personal Information

Group Associations

Billing Information

You are requesting access to the  
University of Virginia's service centers.

\* What lab or research group are you associated with?

Create New Group...

Hint: You can also search using your PI or Manager Name

\* PI's First Name

\* PI's Last Name

\* PI's Email Address

PI's Phone Number

\* Is there another person in your lab who helps manage lab memberships, fund assignments and spending approval?

No

\* Your Group's Name

Cancel

Back

Continue

5. The final step is the Billing Information, you will be prompted to complete the following information:

Start

Personal Information

Group Associations

Billing Information

You are requesting access to the University of Virginia's service centers.

Billing information is required for core facilities to be able to charge when necessary.

☒ Associate new billing address to my account

Billing Contact Name + Institution / Department

\* Billing Address + Address line

\* City

State / Province + Country

\* Zip / Postal Code

☐ Add shipping address if different from billing

Cancel
Back
Complete

6. After the final step, your registration can be completed. If your registration meets the following conditions, it will be completed momentarily, you will receive a confirmation e-mail from iLab and the PI and Lab/Group managers will be notified:
  - a. The institution you are registering with already exists in iLab
  - b. The registration e-mail address matches a known institutional domain
  - c. The Lab/Group you are registering with already exists in iLab
  - d. If these conditions are not met, your registration will be manually reviewed and account creation (or rejection) may take up to 24 hours.
  
7. After you have registered and your account has been approved, you can access the UVA Cores.
  - a. Go to, <https://uva.corefacilities.org>, select "Sign in using iLab credentials". Enter your Username and password.
  - b. Click on the *list all cores* link on the left side of the iLab page.
  - c. Select the Flow Cytometry Core.

#### Core Facilities at Johns Hopkins Medical Institutes

| Core Name                       | Primary Contact       | Email               | Phone Number/Ext |
|---------------------------------|-----------------------|---------------------|------------------|
| Cell Imaging Facility           | Lillian Dasko-Vincent | ldaskov1@jhmi.edu   | 410-814-4114     |
| Flow Cytometry Core             | Ada Tam               | atam4@jhmi.edu      | 410-955-8029     |
| Microarray Core                 | Wayne Yu              | wyu8@jhmi.edu       | 410-502-7970     |
| Next Generation Sequencing Core | Jennifer Meyers       | nextgenseq@jhmi.edu | 410-955-8797     |

Click a core name to enter that core's iLab

- d. You will need to request access to the Flow Cytometry Core.

## Flow Cytometry Core Facility

This core requires an additional access request to use the core.

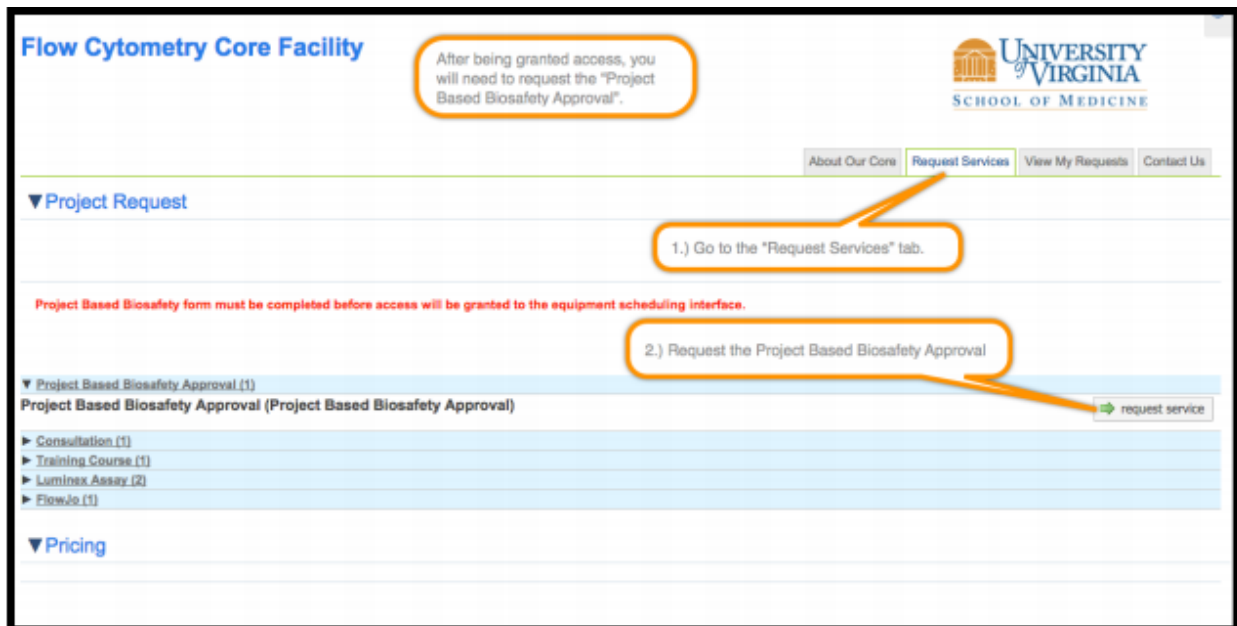
Please feel free to include an additional note:

Send access request

You will need to request access to the FCCF Your first time visiting the core.

- e. Upon receipt, the Flow Cytometry Core will send an email requesting you to submit a Project Based Biosafety Questionnaire. You will not be able to schedule or submit service requests until this form has been approved. PI's Signature is required.

**\*\*Please disregard the BSL number on page 2, this is an internal requirement.**



8. Upon approval of the Project Based Biosafety Questionnaire, you will receive an email from the Core stating that you have been given access to the Flow Cytometry Core scheduling calendars.