

## Registration with the BRC Genomics Research Platform

To get started, you must register for an account:

1. Navigate to the core page: [https://gstt.corefacilities.org/account/signup/396?sc\\_id=3157](https://gstt.corefacilities.org/account/signup/396?sc_id=3157)
2. In the upper-right-hand corner of the screen, select **sign up**
3. Complete the registration form on the sign-up page
4. Receive a “welcome” email from iLab with login credentials and basic instructions.

### To Create an Equipment Reservation:

Once you have received your login credentials/registered, you can place orders and schedule equipment time.

1. Navigate to the core page: <https://gstt.corefacilities.org/account/login>
2. At the right hand of the page, enter the user name and password provided by iLab and click the “login” button.
3. Click the ‘Schedule Equipment’ tab and click on the ‘View Schedule’ button next to the Equipment of interest. Click and drag on the time frame you would like your reservation for.
4. You will be asked to complete a form and provide payment information for your request before saving the reservation.
5. If you require additional reagents for your equipment booking, your reservation may need to be approved by the core. You can confirm approval by viewing your “Home” page by clicking the “Home” button on the upper left corner of iLab.

### To Create a Service Request for Sequencing, Microarray and Training:

1. Navigate to the core page: <https://gstt.corefacilities.org/account/login>
2. At the right hand of the page, enter the user name and password provided by iLab and click the “login” button.
3. Click the ‘Request Services’ tab and click on the ‘Initiate Request’ button next to the service of interest.
4. Complete the initial form and provide project information before clicking the ‘Submit request to Researcher’. You will be able to view the charges for your request in the form below.
5. Your request will be approved by the core. Upon approval, the core will add additional forms and submit it back to you for completion and sample submission. Please watch for an email from iLab regarding updates on your request.
6. To check prices and required kits, navigate to the Request services tab, check prices of the desired service by clicking the links below Prices

### Additional help

Please do not hesitate to contact us for more details at [BRC.Genomics@gstt.nhs.uk](mailto:BRC.Genomics@gstt.nhs.uk)