

## CGIBD Core User Request Instructions

Go to the CGIBD website: <http://www.med.unc.edu/gibiolog/>

Click on the word “Cores” in the red and blue banner at the top of the page that has the word “Home” on the left. This will open a new page in a new window.

Click on the name of the core you wish to request a service from in the red and blue banner at the top of the page with the word “Home” on the left. This will open the core information page.

Within the core information page there will be a gray button with the phrase “Make a New Use Request” printed on it. Click this button. This will open the core use request page in a new window. <http://www.cgibdcores.com/Use/>

Enter your email address in the input box below the statement “Please enter your e-mail address below”, choose the core you are interested in from the pull down menu below the statement “Select the Core you intend to use”, then click the button labeled “LOGIN”.

If you are not currently registered in the database you will be taken to the user registration form when you attempt to login. Follow the instructions and enter data in each of the fields in the form, and choose whether or not you are a PI. After you register you will return to the login page and enter your email address and choose a core again.

After successfully logging in you will have two options. Either make a new use request that is associated with one of a PI’s projects that are currently registered in the database, or enter a new project and associate it with a PI who is registered in the database. If the PI you are looking for is not in the pull-down list click the “Register a PI” link and you will be taken to the user registration page. Follow the instructions and enter data in each of the fields in the form and click “Register” to register the PI. Return to the login page and enter your email address and again choose one of the two options.

Option 1 (request based on existing project): Click the “Use Option 1” button. On the following page choose the PI from the list and click “Choose PI”. If the PI has registered projects they will appear in a list. Clicking on the appropriate project from the list opens the use request form. Enter whatever comments or instructions you have for the technician in the box below the statement “Comments for Core Technician”. Proofread your comments and determine whether they include all the information you wish to pass on to the core technician. Click the submit button and an email will be sent to you and the technician with the information contained in the form and a page will open with a message to that effect. **Close this window. Do not go back and change the comments and re-submit the form.** This will create an additional use request by you on the same project.

Option 2 (request based on a new project): Click the “Use Option 2” button. This opens a page with a list of PI’s and input boxes for project/grant information. Choose the PI from the pull-down list. Enter the official grant title in the Project Title box. This is not the common or nickname. The funding agency is self explanatory, NIH, etc. The ID Number is the official, grant number, not an account number. (The PI should be able to provide the official grant information.) You will be asked to confirm the project/grant information then submit it. After you submit the grant information you will be taken to the use request form. The use request form will contain the project information you have just entered. Enter whatever comments or instructions you have for the technician in the box below the statement “Comments for Core Technician”. Proofread your comments and determine whether they include all the information you wish to pass on to the core technician. Click the submit button and an email will be sent to you and the technician with the information contained in the form and a page will open with a message to that effect. **Close this window. Do not go back and change the comments and re-submit the form.** This will create an additional use request by you on the same project.