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## Instructions for using the UTHSCSA “CorePort”

This document refers to the functions available at <https://cores.uthscsa.edu/> .

This website and database is designed to allow researchers at UTHSCSA and other institutions to request, track and learn more about the services available through the university’s institutionally-supported Research Core Laboratories.

### *Get Started*

Complete the following steps before services or usage begins:

1. Register (Client and PI) using the [secure portal](#).
2. Log in and request a service from the facility.
3. Complete forms that are needed for specific services.
4. Gain training and qualification as required by the core policies.
5. If needed, obtain consultation from the Core Director or staff on the specific strategies and services required.
6. Schedule a session for instruments or submit the samples for analysis.

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### *Become a Qualified Operator*

Specific instruments and equipment are made directly available for researchers to use. Training and demonstrated proficiency are required before a user is qualified to operate the instruments without direct supervision from the staff. Each core facility offers training and provides the required materials. Fees are substantially reduced for qualified, independent users of the flow cytometry and optical imaging facilities.

### *Accessing and Using the CorePort*

All RCL clients should register in the secure *CorePort* database. Registration provides the RCL with the essential contact and billing information. All UTHSCSA clients must be affiliated with the appropriate Principle Investigator (PI) who authorizes users and services to be charged to a specific account (PID). This connection is performed and updated in the *CorePort*, so the PI must also be registered.

Service requests are initiated by clients using the *CorePort*. The client typically receives confirmation of the service request in the form of a direct consultation, a statement of work, or a scheduled appointment for instrument use.

## **Step-by-Step Instructions**

### *Accessing and Using the CorePort*

Log in or Create a new account at <https://cores.uthscsa.edu/> . The *Sign In* and *Sign Up* boxes are visible only from the home page.

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The image shows a screenshot of a web portal interface. On the left, there is a vertical sidebar with a dark header containing the text "discovery — n and". Below this, there is a white area with the text "ities of nd their hared ot". The main content area is divided into two sections. The top section is titled "Registered Users" and contains a "Sign in:" form with two input fields labeled "E-Mail Address:" and "Password:", a "Sign In" button, and a link for "Forget your password?". The bottom section is titled "New user?" and contains a "Welcome!" message, a "Create an account:" label, and a "Sign Up" button.

The PI who is responsible for authorizing charges to a PID must be registered.

An individual researchers must register and select a PI to be affiliated with before service requests can be validated.

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Click the Sign Up button to Create a new Account

**NEW ACCOUNT**

### Shared Resources v.2

Please enter your contact information. All fields marked with an asterisk (\*) are required.  
**When entering your email address, PLEASE MAKE SURE it is a valid email address, since this will be used to email information to you.**

Personal Information	
*First Name:	Capitalize first letter
*Last Name:	Capitalize first letter
Title:	Capitalize first letter
Room:	Letters, numbers
Phone:	(xxx) xxx-xxxx
Fax:	(xxx) xxx-xxxx
*Email:	user@domain
Organization:	Capitalize first letter
Department:	Capitalize first letter

Create New Account

After signing up, you will receive an email notification. Account activation is required before services can be requested.

**NEW ACCOUNT REGISTRATION**

### Shared Resources v.2

Your login information has been mailed to your email address. Please check your e-mail and follow the directions in order to activate your new Cores account within one week.

To associate your account with a PI, go to the “User Information” menu, select the “User Profile” tab. Go to the PI Relationships box **at the bottom of the page** and edit the “PI Relationships”. A client can enter more than one PI relationship.

**PI Relationships**

None

Edit

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### Selecting Services

To request a new service, go to the “Shared Resources” menu, and select the “Request New Services” tab.



Pull down and select the appropriate core laboratory that provides the services you require. Select the appropriate service, PI, and payment type. In most cases, the number of units should be one ( 1).

Choose Facility:  
 Microarray Resources

Service Request	
<b>Service Item:</b>	Software : Ingenuity Pathway Analysis (IPA), 1 of 5 named seats. Units: named user Cost/Unit: 1800.00
<b>PI:</b>	Wilson, Michael
<b>Payment Type:</b>	None selected...
<b>Number of Units:</b>	1
<b>Comments about the Request:</b>	I want to secure a license and attend the training workshop for IPA.

A value in the *Payment Type* field needs to be entered before the service request button will be viewable. This enables the submission of a service request.

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Submitting service request triggers an email to the core staff and technical directors. For most facilities, a consultation will be required to understand the nature of the research project and an appropriate strategy for addressing the work plan.

For flow cytometry and optical imaging facilities, the goal of requesting a service is to schedule an appointment on the instruments. It is not helpful to record the estimated the number of units at this stage. Write a note in the comments section to let the staff know how long you expect to use the instrument. The number of hours will be billed according to the instrument log after the session is completed. This is why selecting one unit is sufficient.

For the Nucleic Acids facility, it is sufficient to register on the website and then submit the forms that the facility requires. The staff will enter the necessary service request when the form is submitted.