1. Finding the website: umich.corefacilities.org
   Or Google: MICORES

Quick tip: watch out for step #12!

2. Click the green “Login” button on upper right

3. Enter uniqname and Level 1 password (two-factor authentication)

4. If you have difficulty logging in, please contact iLABS help (ilab-support@agilent.com). Other help links:
   https://sharepoint.umich.edu/sites/MiCORES/Pages/HomePage.aspx
   (users will need their unique name and Kerberos (level1) passwords to log in).

5. Click on the pancake menu (upper left corner of the page)

6. Select “Core Facilities” from the sidebar that appears

7. A long list of Cores appears. Under University of Michigan-Medical School (not BRCF), select UMICH Tissue & Molecular Pathology Shared Resource

8. Action tabs are on the upper right.
   About the Core: FAQs, list of services and charges
   Request Services: place an order
   View My Requests: view orders
   Contact Us: send a message to the Core
   Reservations: Schedule a pickup for your completed order
9. Options will appear including histology (HIS) and molecular (MPRL) orders. Click “request service” on the right corresponding to the service you’re interested in.

10. Select your lab. If your lab does not appear, contact iLABS help (ilabsupport@agilent.com) or Path-TMPSR-Histology@med.umich.edu

11. Select the options that describe your order.

These are total numbers for the project—e.g. if you would like 3 unstained sections each from 4 blocks, enter “12” in that field.

This is a step where customers have trouble--read carefully, and make sure a radial button (Yes or No) is clicked for each item.
12. Add any notes in the gray box. Confirm the #s in this box agree with those in the fields above. Then click “Add selected services”. This generates a quote for the services that appears below:

Not clicking “Add selected services” is a common mistake!

13. Click “Save Completed Form”.
14. Enter shortcode information.

15. At bottom right, click “Submit request to Core”.

16. You should now see your request with “Waiting for Core to Agree”

“Waiting for Core to Agree” will be changed during order processing—no need to wait for this to change before you submit the materials.
17. Click on the caret at left and print the order.

Form associated with:
Service Project TMPSR-PH-403

Make sure there is a project number at the top of the form.
18. Submit the order printout with your materials to the Core.

19. The Core will notify you when your materials are ready for pickup.

20. Use the “Reservations” tab to schedule a time to pick up your project.

21. Click “TMPSR” option

22. Click “Instance 1” for the date of interest. Note that you cannot reserve <1 hour or >5 days into the future. It is helpful for our staff if you reserve at least several hours in advance.
23. Double-click the half-hour slot you would like to reserve.

24. Select your lab and click “Save Reservation” on the next form.

25. You should now see your reservation highlighted on the calendar.

26. After the Core confirms your reservation, pick up your project in the hallway cart at the appropriate time.

THANK YOU FOR USING TMPSR HISTOLOGY!