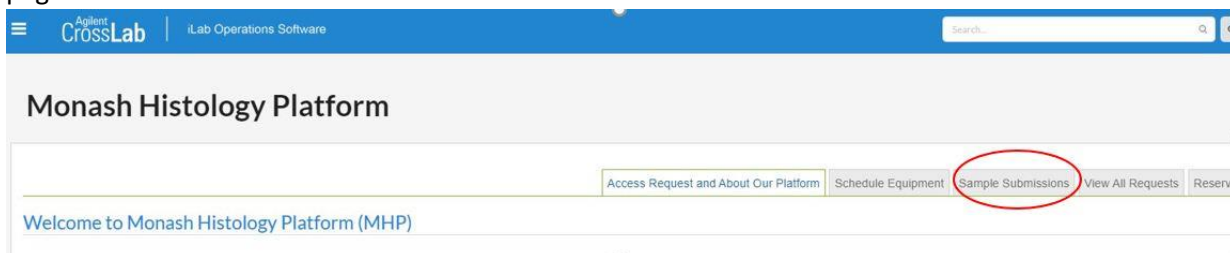


Initiating Access to Monash Histology Platform

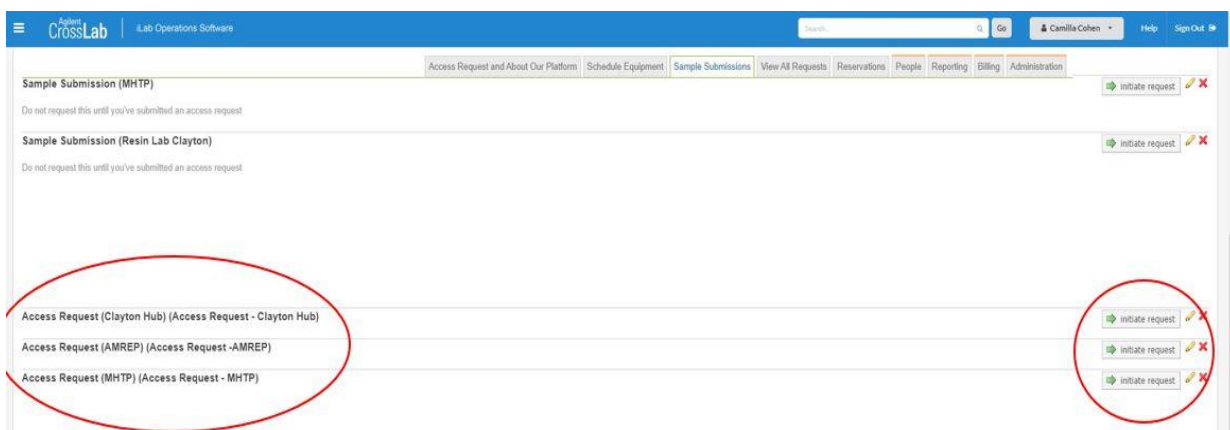
(Registration for a New user, start-of-year/ first time access or renewal of expired access)

MHP-REF-0087

1. Once you have an iLab account established login to iLab <https://monash.ilab.agilent.com/account/login> and select Monash Histology Platform.
Note: If you are a researcher from another institution including Hudson Institute, you will need to search for Monash Histology Platform under “Other Institutions” ie. drop down tab on LHS called Cores at Other Institutions and select Monash Histology Platform
2. Select the “Sample Submission” tab and choose “Access Request” from ½ way down the page

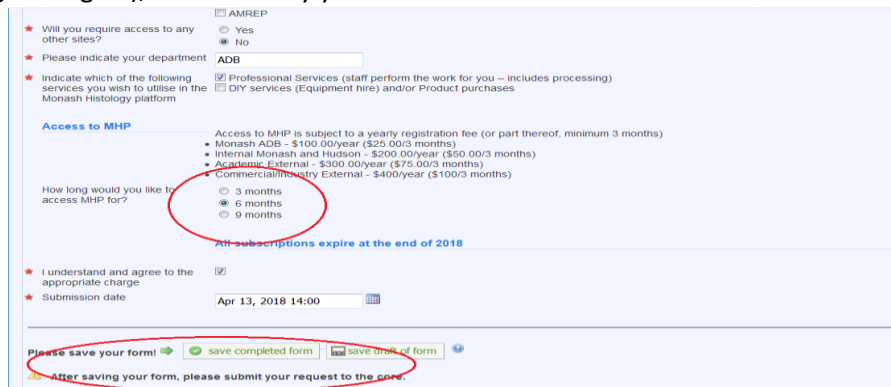


3. Select the site you wish to access (MHP, AMREP or MHTP)



4. Please select your lab group
5. **Please ensure that you have read all the OHS documents prior to proceeding.**
6. Once OHS reading has been completed, please fill out a brief survey by clicking on the link which will take you to the survey page.
7. Select your Primary site. If you require access to more than one site, please contact Camilla Cohen (camilla.cohen@monash.edu) who will coordinate your induction and access to the required sites.
8. Please indicate your department and add your cost centre and fund number, or address for invoicing
9. Select Professional Services and/or DIY Services
10. If you want to access “Do It Yourself” equipment, please indicate which equipment you would like to utilize and also if you need training. Your competency will be checked prior to your first unassisted use on the required histology equipment
11. Select the number of months required for accessing the Platform

Note all registrations expire at the end of each year. If your registration expires during the year (e.g. in August), we will notify you



AMREP
 AMREP
 Yes
 No

Please indicate your department
 ADB

Indicate which of the following services you wish to utilise in the Monash Histology platform
 Professional Services (staff perform the work for you – includes processing)
 DIY services (Equipment hire) and/or Product purchases

Access to MHP
 Access to MHP is subject to a yearly registration fee (or part thereof, minimum 3 months)
 • Monash ADB - \$100.00/year (\$25.00/3 months)
 • Internal Monash and Hudson - \$200.00/year (\$50.00/3 months)
 • Academic External - \$300.00/year (\$75.00/3 months)
 • Commercial/Industry External - \$400/year (\$100/3 months)

How long would you like to access MHP for?
 3 months
 6 months
 9 months

All subscriptions expire at the end of 2018

I understand and agree to the appropriate charge

Submission date: Apr 13, 2018 14:00

Please save your form!

After saving your form, please submit your request to the core.

12. Once all the required fields are filled, please click on **save completed form**.

13. Proceed to Section 3 and (depending on your status), select **EITHER** a or b below:

a. Select your funding source from the drop down. Note if the funding source you wish to choose is not listed then you will need to contact your PI and have them add you to a funding source within their Lab Group



3) Payment Information

Please enter the Funding Source

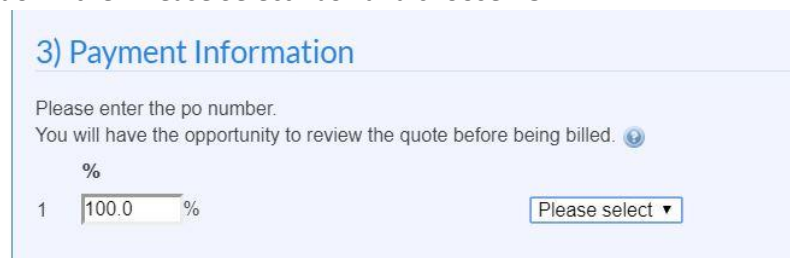
%
 1 100.0 %

Funding Source
 Select Funding Source...

100.0% Total Allocated

OR

b. Drop down the “Please Select” box and choose PO.



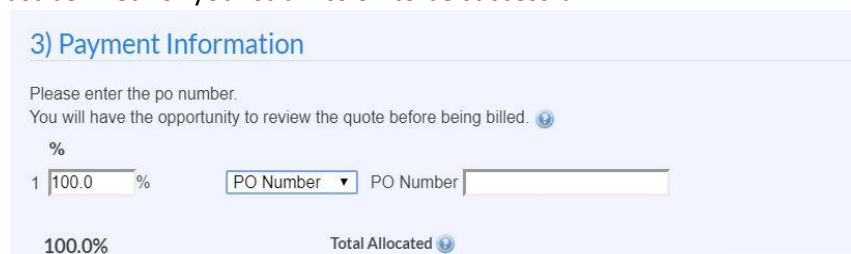
3) Payment Information

Please enter the po number.
 You will have the opportunity to review the quote before being billed.

%
 1 100.0 %

Please select

Add in your cc/fund number if you have one, otherwise simply type TBA. Note this box must be filled for your submission to be successful



3) Payment Information

Please enter the po number.
 You will have the opportunity to review the quote before being billed.

%
 1 100.0 %

PO Number PO Number

100.0% Total Allocated

14. Hit the “Submit to Core” button on the bottom right-hand side of the page
15. Note: if you see a number at the top of the form with –CID- in it, this means the request is still in draft format. Review the form, complete any mandatory area’s (*) and re-submit

Access Request (Clayton Hub)

Request Name:

Customer: Camilla Cohen **Lab:** Monash Histology Platform (Admin) Lab

Email: camilla.cohen@monash.edu **Phone:** 0407810274

16. Your subscription fee will be added by a staff member when reviewing the registration details
17. You will receive an email from the relevant site supervisor inviting you to a mandatory induction through the Monash Histology Platform

THANK YOU FOR REQUESTING ACCESS, YOUR REQUEST WILL BE ACTIONED SHORTLY

We look forward to working with you!