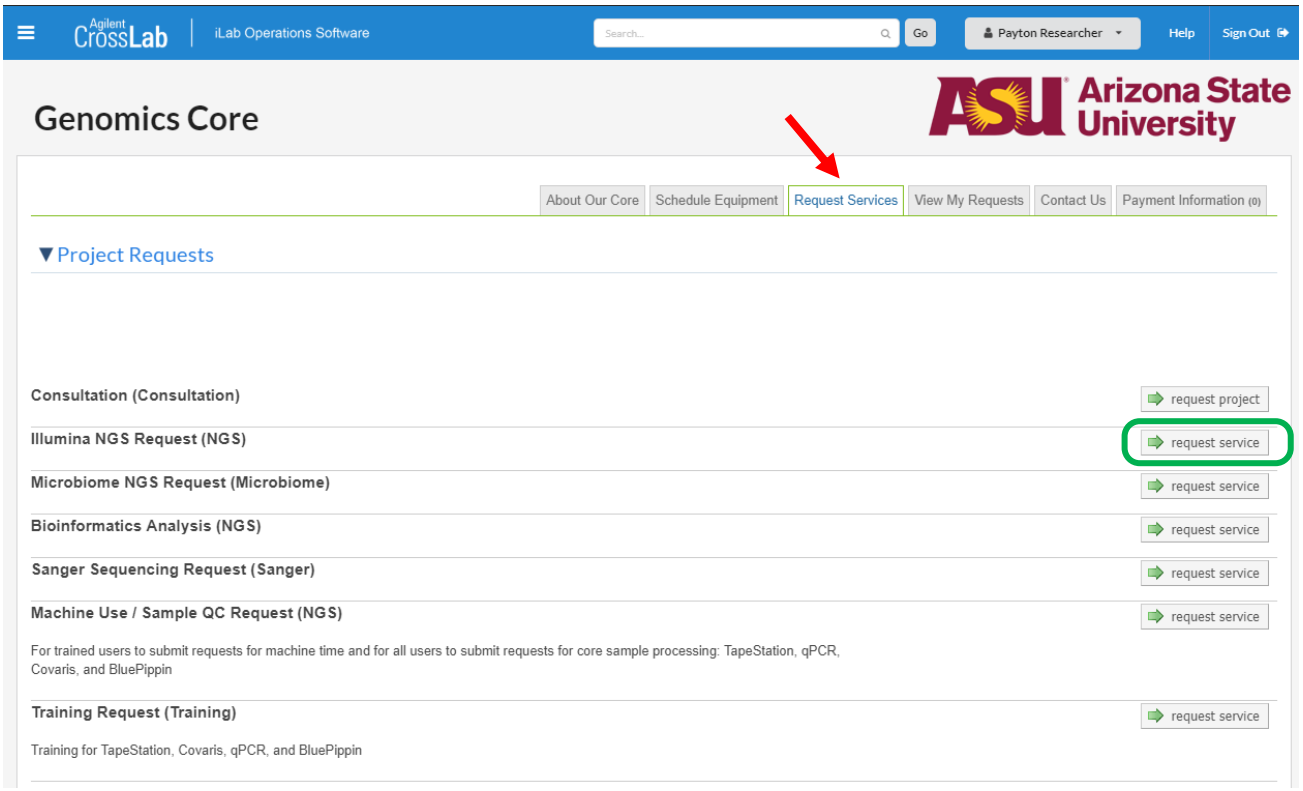
HOW TO CREATE A NEXTGEN SEQUENCING REQUEST WITH THE ASU GENOMICS CORE

This guide assumes that you already have an account created on both the ASU iLab website (https://asu.corefacilities.org/landing/261#/cores). If you need assistance creating an account, please contact genomicshelp@asu.edu and we will be glad to help you!

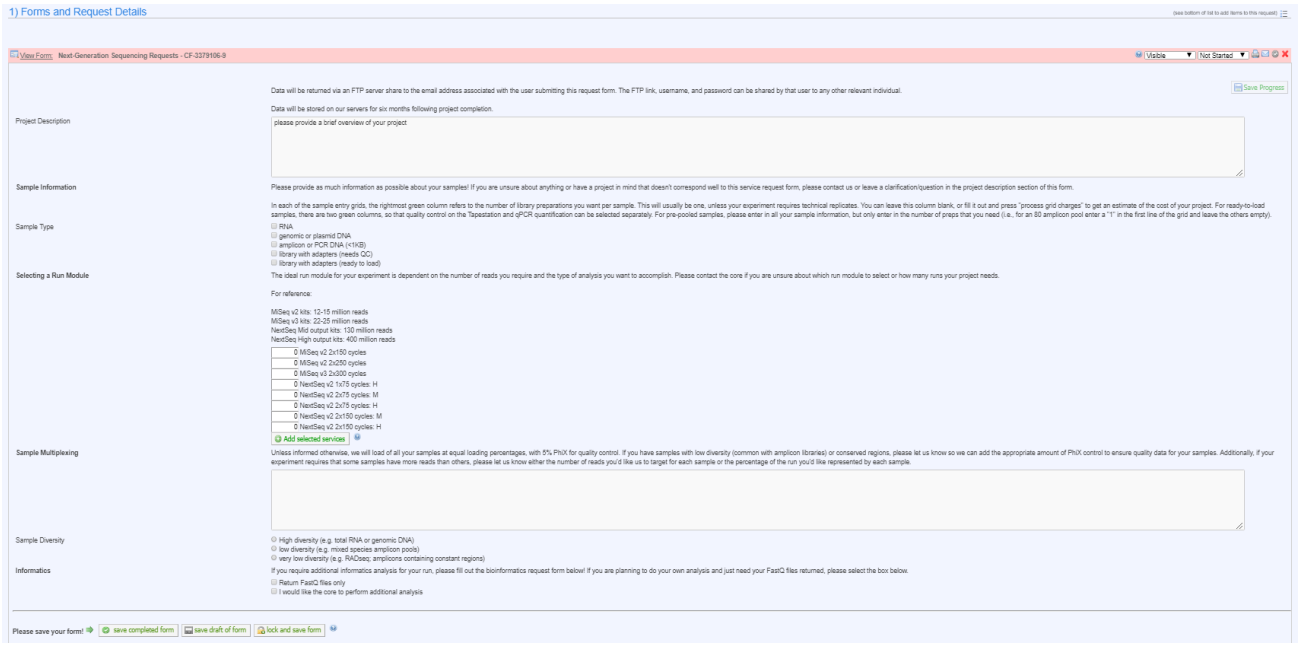
STEP 1: GENERATING THE NGS REQUEST ON ILAB

When you log in, you should automatically be directed to the **About Our Core** tab; to generate your sequencing request, select the **Request Services** tab from the menu near the top of the screen (see the red arrow on the screen shot below for reference).

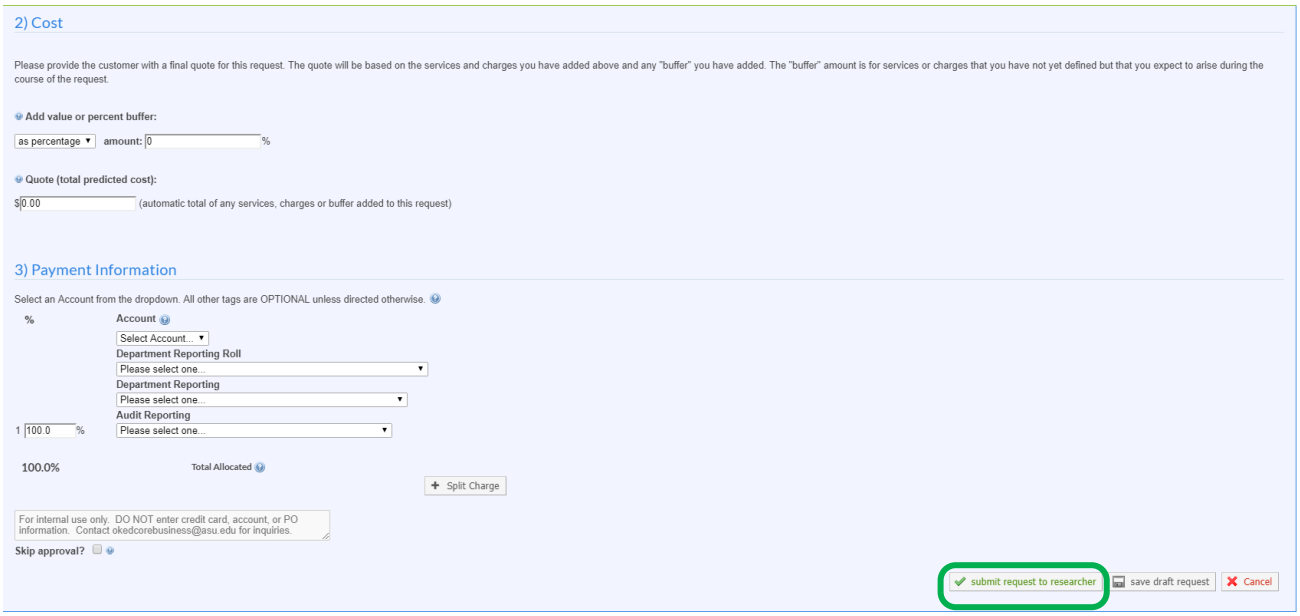


On the **Request Services** page, press the "request service" button for the Illumina NGS Request line item (see the green rectangle on the screen shot for reference.)

The form that appears (which you can see in the screen shot on the next page) will then need to be filled out. This form should be filled out with experimental detail as well as indicating the sample type, number of samples, run module, and bioinformatic analysis, along with whether or not you're an ASU user and your method of payment for the order.



After filling out the information and saving the completed form, the bottom half of the form will update with the costs and give you a menu to enter your payment information. Once that is done, you'll need to press the "submit request to core" button (highlighted in green below) to complete the iLab portion of the order.



When sequencing is complete, you'll receive an email from the bioinformatics team alerting you that your data is ready for download; you'll also receive an email from iLAB letting you know that your order is complete, and when you log in to your iLAB account you'll see the status marked as "Completed" under the "View My Requests" tab.

Please let us know if you have any questions or concerns about submitting samples at genomicshelp@asu.edu!