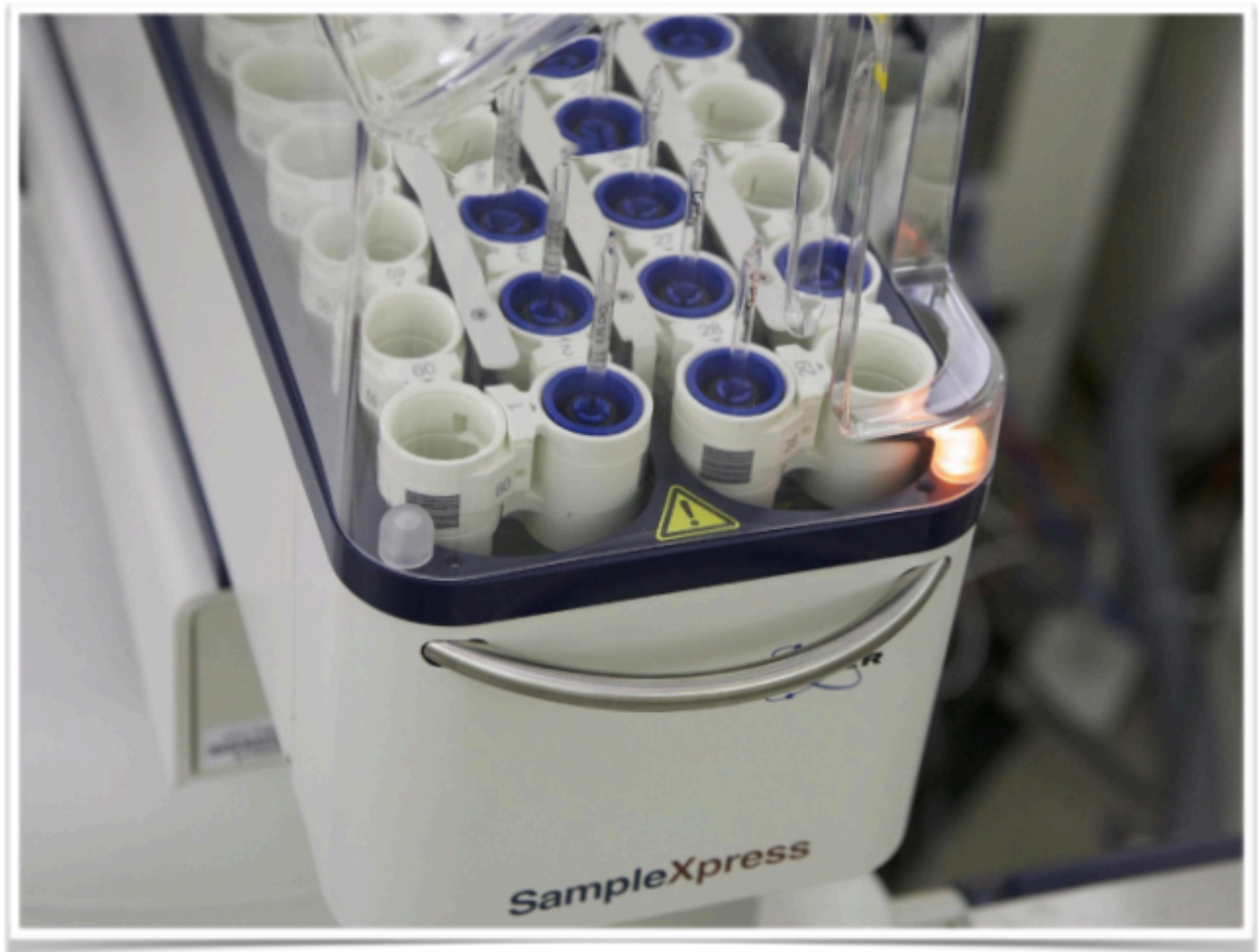


MRRRC Access & Accounts Setup Procedure



Creating an iLab Account and Service ID

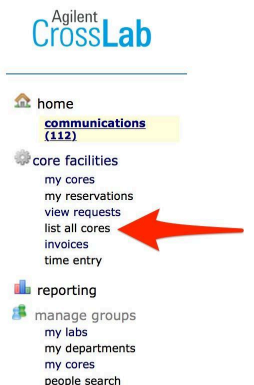
An iLab account is required in order to use any services at the MRRC. This iLab account setup only has to be performed once, and takes a few minutes. Please follow the steps below to complete this process prior to using instruments at the MRRC:

*** Required *** : Before you setup your iLab account, your faculty advisor / principal investigator (PI) must grant you permission in iLab to spend on specific accounts. Without this approval, you will not be able to setup the required accounts! Please contact your PI and department financial representatives to assist if necessary. The MRRC staff cannot provide guidance for this step!



1. Create an iLab account (if you don't have one already). Go to asu.corefacilities.org to setup this account. If you already have an account, then Login and proceed to step 2 below.

2. On the left side, select "list all cores".



3. In the list, select the "Magnetic Resonance Research Center"



Cores at Arizona State University			
Cores at LeRoy Eyring Center for Solid State Science			
Core Name	Primary Contact	Email	Phone Number/Ext
Goldwater Materials Science Facility (GMSF)	Emmanuel Soignard	Emmanuel.Soignard@asu.edu	(480) 965-7242
Ion Beam Analysis of Materials (IBeAM)	Barry Wilkens	Barry.Wilkens@asu.edu	(480) 965-9613
John M. Cowley Center for High Resolution Electron Microscopy (CHREM)	Karl Weiss	Karl.Weiss@asu.edu	(480) 965-3831
Core Name	Primary Contact	Email	Phone Number/Ext
ASU DNA Lab	Scott Bingham	scottbingham@asu.edu	(480) 965-8520
Bioimaging Facility/Keck Division	D. Page Baluch	page.baluch@asu.edu	(480) 727-0725
CLAS Genomics Sequencing Core	Jason Steel	jason.steel@asu.edu	(480) 965-6795
Glassblowing Facility	Christine Roeger	croeger@asu.edu	(480) 965-3242
Goldwater Environmental Laboratory	Cathy Kochert	cathy.kochert@asu.edu	(480) 727-9044
High Pressure Facility	Kurt Leinenweber	KURTL@asu.edu	(480) 965-8853
High Resolution Mass Spectrometry	Natasha Zolotova	nzolotova@asu.edu	(480) 965-8363
Life Sciences Electron Microscopy Lab	David Lowry	dlowry@asu.edu	(480) 965-3210
Magnetic Resonance Research Center	Brian Cherry	brian.r.cherry@asu.edu	(480) 965-3613
X-Ray Diffraction	Thomas L. Groy	tgroy@asu.edu	(480) 965-1511

4. At the MRRRC page, go to the “Request Services” tab if not already there. Then, click the “Initiate Request” button under the “Service ID Generator (Spintropy)” section.

Magnetic Resonance Research Center **ASU Arizona State University**

About Our Core | Schedule Equipment | **Request Services** | View All Requests | Reservations | People | Reporting | Billing | PO (i) | Charge Entry | Administration

Sort manually | Add a Service Project Template

Request NMR Services
(Sample Submission, Training Requests, Staff Service, Consultation)
(Staff Service)

Initiate request

Service ID Generator
(Spintropy)

Use this request to start the process for accessing the automated NMR.

You will need to provide a valid billing account. The generated service ID must be entered into your Spintropy account.

Initiate request

5. Select the account you want to use for charges at the MRRRC. If you have multiple accounts, set your default account here. Then submit the request.

MRRRC Access / Service ID request

Request Name: [SID]
Customer: ASU1 TestUser Lab: Test (ASU) Lab
Email: ASU_user1@asu.test.edu Phone: 555-555-0123

(see bottom of list to add items to this request)

1) Forms and Request Details

2) Cost
The core will review your request and provide you with a quote for the requested service(s).

3) Payment Information
Please enter the Account (Agency/Org)

%
1 100.0 %
100.0% total allocated

Account (Agency/Org) [WS21002 (Does not expire)]
(7310-93)

split charge

enter additional payment information

submit request to core | save draft request | Cancel

6. At the next page, copy your service request ID. You will need to enter this number into your Spintropy account after setup.

Displaying 2 out of 2 results. (Page 1 of 1)					
date	for	service id	status	cost	
▶ Mar 21 (Mar 21 2017)	ASU1 TestUser Test (ASU) Lab	1139217	Waiting for Core to Agree	\$0.00 (\$0.00)	  
▶ Mar 15 (Mar 15 2017)	ASU1 TestUser Test (ASU) Lab	1131562	Cancelled	\$0.00 (\$0.00)	  

Copy This Number!

7. Setup a Spintropy account and paste the service ID you copied in step 6 into the appropriate field as show in the instructions below.

Continue to Spintropy
Account Setup



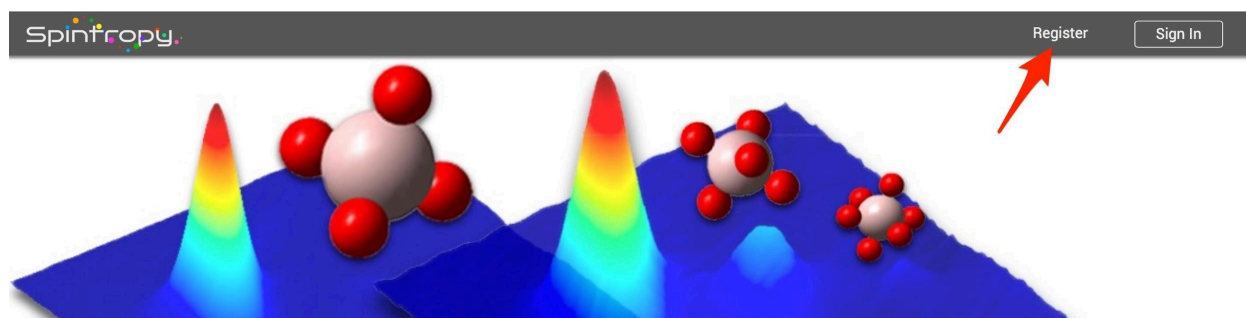
Spintropy Account Setup

An account on Spintropy is required in order to use instruments at the MRRRC. The Spintropy website is a centralized data management website optimized for NMR data. This service is free for all MRRRC users.

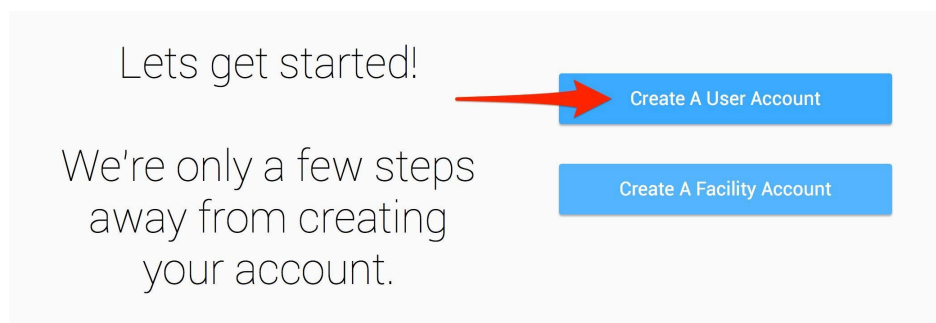
Data collected on MRRRC instruments under automation is automatically delivered to your Spintropy account and stored with incredible durability (it is physically stored in 3 places around the world). Despite this durability, Spintropy is designed to deliver and store your data, but it is not meant as a backup for your data. The MRRRC will periodically delete older data when space is needed, so it is up to the user to download and backup data to their personal or lab computers.

Setting up an account on Spintropy only takes a few minutes. Please follow the instructions below to setup an account and connect with the MRRRC:

8. In a browser, navigate to www.spintropy.com and register for a new account:



9. Click "Create a User Account".



10. Fill out the required information and submit the request. You will need a valid e-mail address to verify your account, and you will use your Spintropy username every time you submit a sample, so make it something memorable!

Lets get started!

We're only a few steps away from creating your account.

Name

First

Last

Email

Email Address

Choose a username

Desired Username

Create & confirm your password

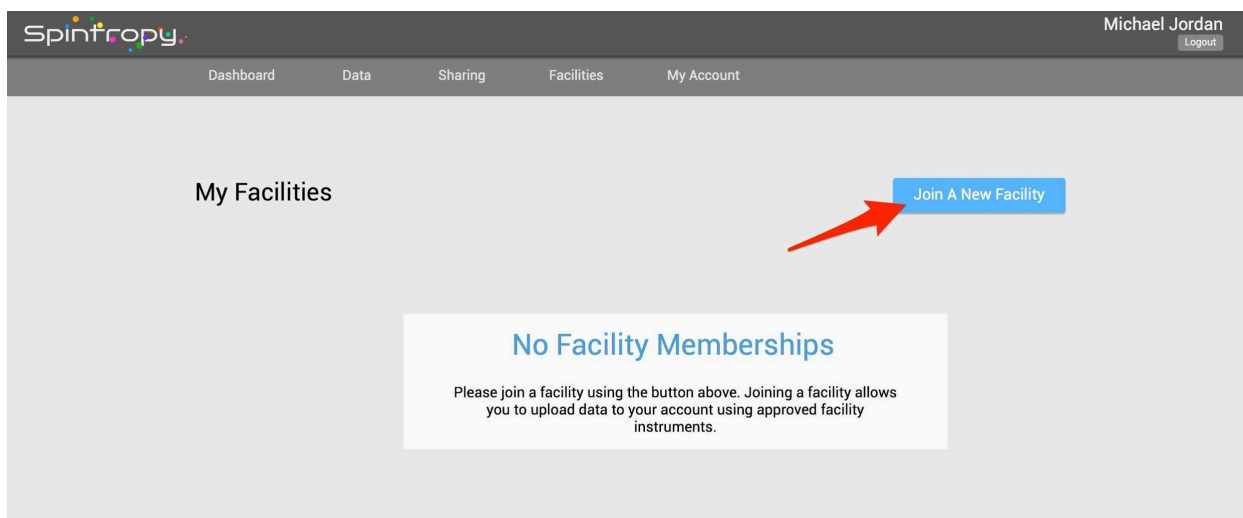
Create

Confirm

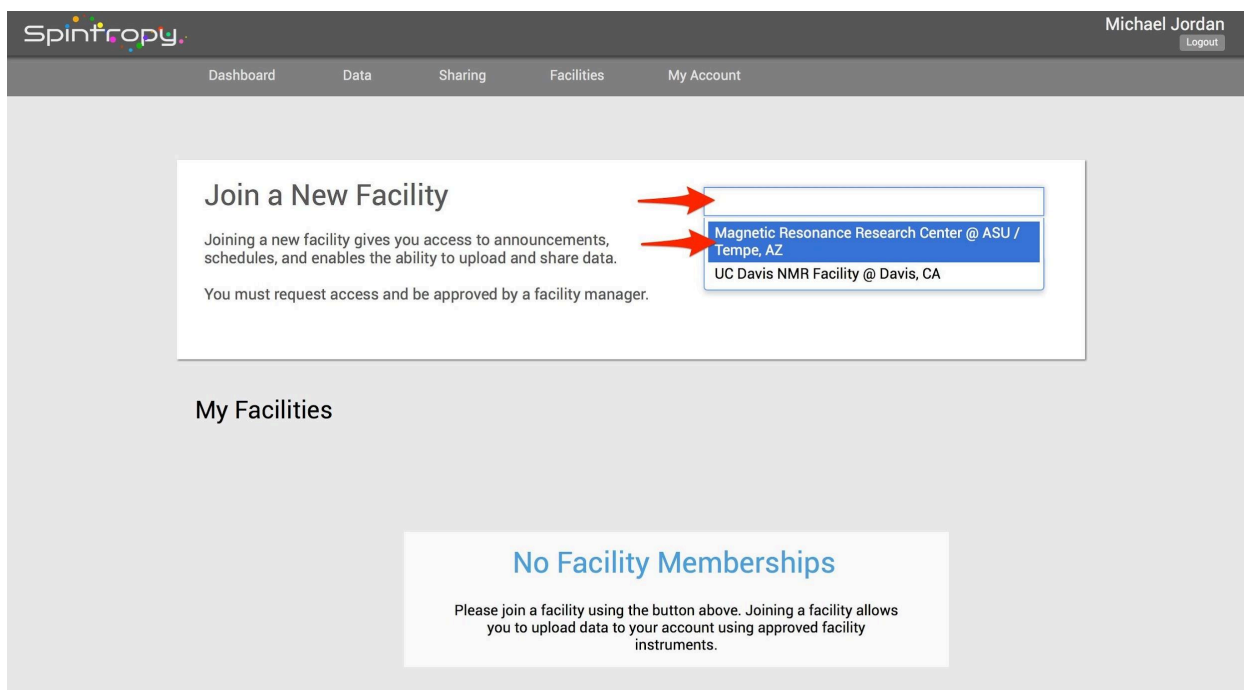
☐ I agree to the terms & conditions of this site

Register

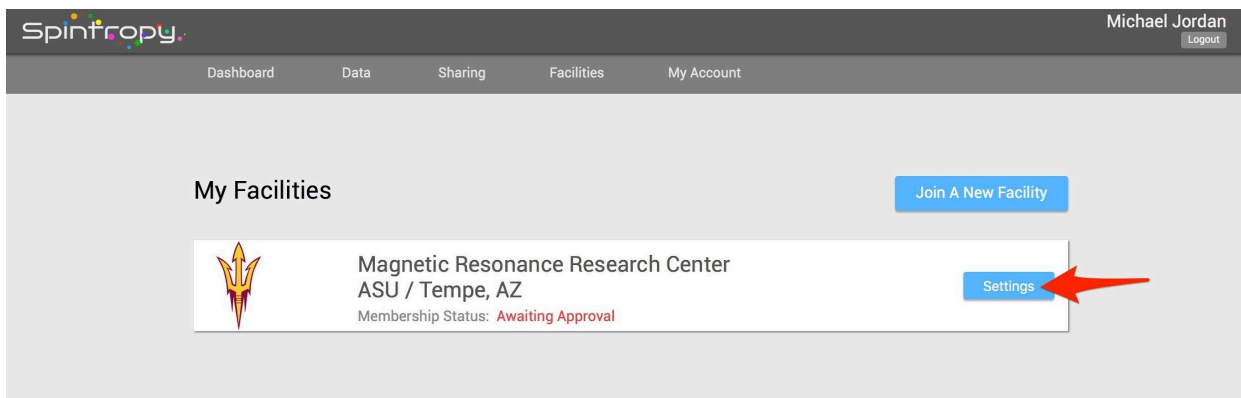
11. You will receive an email to activate your account. Once activated, login to your account and proceed to the "Facilities" tab. If you're not a member of the MRRC, select the "Join a New Facility" button. If you're already a member, skip ahead to step 6.



12. Click in the select box and choose the “Magnetic Resonance Research Center @ ASU” from the dropdown menu.



13. Click the “Settings” button on the facility tile to open the menu.



14. Fill out all the fields and click the “Update” button when finished. The iLab service ID you copied earlier in step 6 of iLab setup procedure should be pasted into the appropriate field.

My Facilities

[Join A New Facility](#)



Magnetic Resonance Research Center
ASU / Tempe, AZ
Membership Status: Active

This facility requests the following input from you:

ASURITE ID :

mjord23

←

Advisor First/Last Name :

Phil Jackson

←

iLab Service ID :

1139217

←

Advisor Email Address :

pjacks1@asu.edu

←

[Update](#)

15. Your Spintropy account must be approved by a facility manager before you can use the instruments. If your status shows “Awaiting Approval” and you need to use an instrument immediately, please [contact a facility manager](#) via email to expedite the approval.

My Facilities

[Join A New Facility](#)



Magnetic Resonance Research Center
ASU / Tempe, AZ
Membership Status: Awaiting Approval

[Settings](#)

16. Final Steps:

1. If this is your first time running an instrument or accessing the MRRC, please [contact](#) the facility managers for setting up a 15-minute training. All users must be trained by MRRC staff (please do not train advisees or colleagues yourself).

A. 24+hrs prior to training, please request access to the MRRC by submitting an official form here:

- <https://links.asu.edu/CoreFacilityAccessRequestPortal> (copy and paste this into a browser if the link doesn't work)
- Before you submit your door access request above, please ensure you have all ASU required lab safety trainings done (or refreshed). This typically includes lab safety, fire safety, and hazmat training. These trainings can be accessed on Canvas or by contacting EH&S. Your request will be rejected if any safety trainings are not current!