

## ACCESSING THE MGB CORE MANAGEMENT SYSTEM

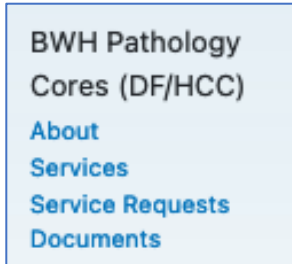
Go to [Research Core Facilities](#) at Mass General Brigham to explore the Core facilities and request access.

- Click on [Quick Guide](#) to Download *Using the Core Management System*.
- Click on [Signup](#) if you do not have an existing User account
- Click on [Login](#) if you have an existing User account

## SUBMIT A NEW SERVICE REQUEST TO THE BWH PATHOLOGY CORES [DF/HCC]

1. Login at the [MGB Research Core Facilities](#) to access the Cores.
2. From your **Dashboard** page, and click on the BWH Pathology Cores (DF/HCC) in your **Cores I Use** list. If this is the first time using the BPC Cores, you should go to **Core Services** in the top banner and click on [BWH Pathology Cores \(DF/HCC\)](#) to access. After using the Core once, it will then automatically appear in your **Cores I Use** list going forward.

3. Click on **Service Requests** in the left margin



4. Click on **+ New Service Request** on the right.

A green rectangular button with rounded corners, containing a white plus sign followed by the text 'New Service Request' in white.

5. Fill out the service request form. [*All fields marked with an asterisk [\*] are mandatory*]
  - a. Project Name [*e.g., PTEN Expression: Mouse Model; or 12-345: Clinical Trial, etc*]
  - b. Return Shipping Requested [Select Yes, and then provide details if you are not local and need the core to ship your materials to you. Otherwise, you can pick them up in person once the work is complete]
  - c. Core Services Requested [general categories]
  - d. Sample Information [enter specific services needed for a sample and then click on **Add** button. Repeat until all samples have been entered]
  - e. Additional information about the Project / Request [Enter any details that you would like the Core staff to be aware of]
  - f. Documents [Upload document[s] if necessary]
  - g. Contact Information
  - h. Funding & Billing Information
6. Click on **Create** button. Your new service request will now appear in your list when you go back to **Service Requests** in the left margin.

7. Please print a copy of your Service Request form that shows your BPC service request # [e.g., BPC-24-LW-0001] to drop off at the Core along with your samples.