

## **New Lab Account form – Flow & Image Cytometry Department**

This form is to set your lab up with a log-in account to the cytometer computers.

On the Diva-based instruments this account will serve as your Diva log-in. The account is strictly for data organizational purposes, so that each lab has private access to their data. During network outages, the log-in records may be used to serve as a backup for our billing process.

On the Calibur computer this account will be used to log into the computer. Access to the Calibur will only be set up if specifically requested. This instrument may be retired in the foreseeable future, and new users are urged to focus on the newer Diva-based instruments or consider using our Beckman Coulter Gallios instrument.

Generally, only one log-in account is allowed per lab to make the drop-down menus manageable. Separate user folders can be created in our instrument software systems to organize the data between multiple users in the lab.

The log-in credentials will be known to us at the Flow core, so that we can set you up on the instruments and retrieve passwords later if needed. Please keep this in mind when selecting your password.

Please fill out the info on the next page, and send this back to us by email or in person.

**Please submit the following information to set up the account:**

1. PI / Supervisor full name

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2. Department (or Affiliation if not RPCI)

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3. E-mail address of PI / Supervisor

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4. Telephone number (PI and lab manager if applicable)

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5. Your lab user ID. We strongly suggest choosing the PI's last name. If this is less than 4 characters, you can add "lab" (for instance "Laulab"). For very common last names, add the first letter(s) of the first name as well (for instance "JonesC")

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6. A password. Use at least 5 numbers and/or letters (**lower case only**). This password will be on file with the flow core staff.

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7. All staff members currently planning on using the equipment under this lab account

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8. Check box if you expect to use the Calibur: \_