**Signing up for an Account**

1. Click on the “Sign up for an account” button.

2. Put your own information into the properly labeled spaces.

3. Many lab groups have already been created even if you’ve never used this system. Please browse through the lab groups before choosing to “Request a new” lab group.
4. Browse through the existing list of labs and select your lab if it has been created.

5. If your lab group hasn’t been created, then request a new group and fill out the information indicated.
6. If you’re affiliated with the University of Utah, check the yes box and then enter your University ID number which is used in the Campus Information System and Kronos systems. Then click the submit button.

7. If you’re not affiliated with the University of Utah, fill in the empty fields and click the submit button.

8. Wait 24 hours for your user account to be created.
Submitting an Order

1. Login to the GNomEx website using your University ID and password (Campus Information System/Kronos).

2. To submit DNA Sequencing samples click on the “New Experiment Order” tab which is located across the top of your screen.
3. Your lab group should automatically fill in but double check and make sure that it is correct.
4. Then click the circle next to “DNA Sequencing (Sanger)”
5. Your billing account information may automatically fill or you’ll have to select which account to use.
6. The last box is to help you organize your data. You can create a project folder that will then contain multiple sample submissions. You can either select a project folder that you’ve already created or you can create a new project folder.
If you create a new project folder:

7. Type in a project name in the designated box
8. If you choose, you can add a description about your project
9. Ignore the rest of this window and click “Save” in the bottom right corner.
10. Once the “Create New Project” screen has closed, click the “Next” button at the bottom left of your screen.
11. You can completely ignore this screen or you can add more detail about your experiment/notes for the DNA Sequencing Core Facility.

12. Click the “Next” button in the bottom left corner of your screen to move on.
13. Enter the number of samples you’re submitting. If you submit 32 or more samples you will then be able to choose between tubes and plates and you’ll now be able to submit multiple plates in the same order.

14. You must choose either PCR product or Plasmids when submitting your samples (if doing something other than plasmids, such as viral work, just select plasmids).
15. You must indicate where you’ll be dropping your samples off at.
16. Then click the “Next” button in the bottom left corner of your screen.

17. Enter your sample names in the provided boxes or the next step shows you how to download and upload a sample sheet. **You may only use letters, numbers, hyphen, or underscore. NO OTHER CHARACTERS MAY BE USED IN NAMES.**
18. You can download a sample sheet template by clicking this button.

19. You can copy and paste sample names from an excel file into this file. Sample names can only contain letters, numbers, underscores, and hyphens (a, b, c, 1, 2, 3, _, -).

20. If you choose, you can add a sample description to your submission.

21. Save the file as a tab delimited text file (filename.txt)
22. Click the button above to upload your tab delimited text file.

23. Make sure that the box is checked indicating that the sample sheet has headings and then click the “Select File to Upload” button and find your saved sample sheet on your computer.
24. The field should match the sample sheet column heading.
25. Click the “Populate Fields” button.
26. This window will tell you if there were problems with uploading any of your sample names. Then click the “Done” button.

27. Once the window closes, click the “Next” button in the bottom left corner of your screen.

28. This screen shows you your entire submission. Click the “Save” button in the bottom left corner of your screen.
29. The Experiment Request number needs to be written on a piece of tape and put on top of your tubes.
30. Then click the “OK” button.
31. Your experiment request has been saved but is NOT yet submitted. Click the “Submit” button.

32. Click the “Yes” button to completely submit your experiment request for processing.

33. Be sure to number your tubes and to put the experiment request number on the top of the tubes as shown above. Then you can drop your sample off at a pick up location.