For all External Customers:

- Users without an MCW employee ID number, including Medical Students, Residents, and Clinical Fellows.
- Affiliate employees of Versiti Blood Research Institute, Children’s Wisconsin, Froedtert, and others.

First, you must register for iLab following these instructions:

To register as a Medical College of Wisconsin EXTERNAL user, navigate to: https://mcw.ilab.agilent.com/account/login

Enter your email address, click the appropriate boxes and Continue.
Enter your personal information and Medical College of Wisconsin External and primary role in the drop down boxes, then Continue

You are requesting access to the Medical College of Wisconsin's service centers.

* First Name:

* Last Name:

Phone Number

* I am affiliated with the following institution
  Medical College of Wisconsin EXTERNAL

* What is your primary role at Medical College of Wisconsin?
  Student

Select Poster Printing Cash Orders and External Customers (MCW EXT) Lab from the drop-down list by beginning to type, then Continue.
Once iLab Help Desk has approved your request, you can begin logging into iLab using your email address and iLab password to request a poster print job.
**Paying with Cash or Check:**

1. Sign into iLab using your MCW credentials: [https://mcw.ilab.agilent.com/](https://mcw.ilab.agilent.com/)  
   (link also available on InfoScope jump start banner)

2. Navigate to the Poster Printing iLab page:
   - Click the blue hamburger icon in the upper-left corner, then **Core Facilities > MCW Libraries Poster Printing**
   - OR
   - Bookmark the MCW Libraries Poster Printing page: [https://mcw.ilab.agilent.com/service_center/show_external/4762/mcw_libraries_poster_printing](https://mcw.ilab.agilent.com/service_center/show_external/4762/mcw_libraries_poster_printing)

3. On the “Request Services” tab, click the **request service** button for “Poster Print Request”
   **Note:** Useful poster requirements and other information can be found on the "About Us" tab

4. Select “Poster Printing Cash Orders and External Customers (MCW EXT) Lab”

Continued
5. Complete the “Poster Print Request” form. Remember to check for final edits before upload.

Note: Your poster will be wrapped in a receipt which can then be used if you are planning to submit for a departmental reimbursement. (Departmental Reimbursement policies vary. Paying with personal funds runs the risk of not being reimbursed. We advise finding out your Departments’ policy up front.)