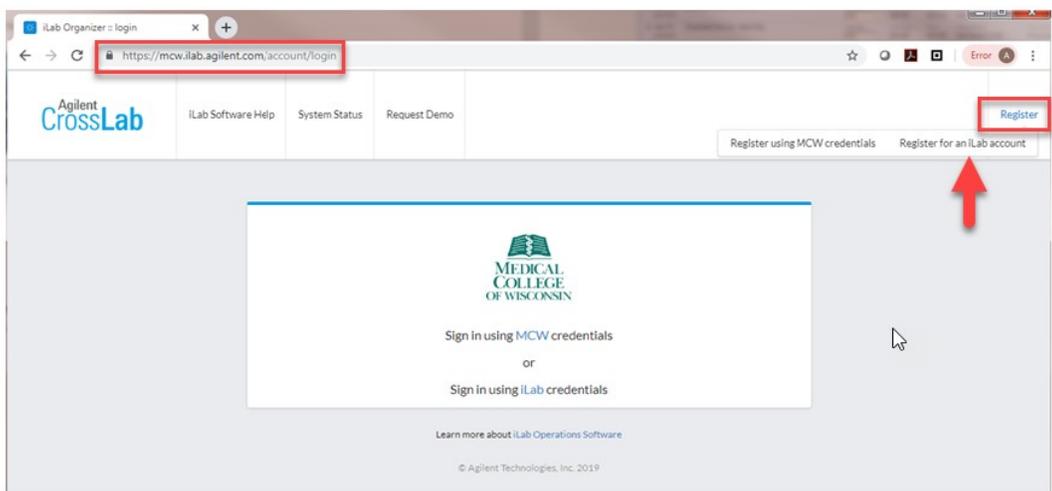


## For all External Customers:

- 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**.

Continued

**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 ▼

[Cancel](#) [Back](#) [Continue](#)

**Select Poster Printing Cash Orders and External Customers (MCW EXT) Lab from the drop-down list by beginning to type, then Continue.**

Start > **Personal Information** > Group Associations > Billing Information

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

\* What lab or research group are you associated with?  
 ▼

Hint: You can also search using your PI or Manager Name

[Cancel](#) [Back](#) [Continue](#)

**Continued**

**Complete the next form as follows:**

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

Billing information is not required because this group already has billing information entered.  
You may enter additional billing information if necessary.

Associate new billing address to my account

Billing Contact Name  
 + Institution / Department

\* Billing Address  
 + Address line

\* City

State / Province  
 + Country

\* Zip / Postal Code

**Done!**

**Thank you for registering with iLab!**

Your registration will need confirmation.  
Please allow up to 24 hours before you receive  
an email with your login details.

[Go to iLab](#)

**Allow 24 hours to process the registration**

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.

**Continued**

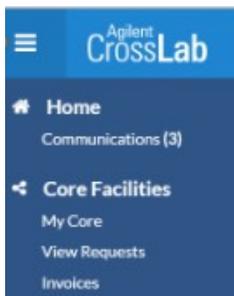
## Paying with Cash or Check:

1. Sign into iLab using your MCW credentials: <https://mcw.ilab.agilent.com/>



(link also available on InfoScope jump start banner)

2. Navigate to the Poster Printing iLab page:



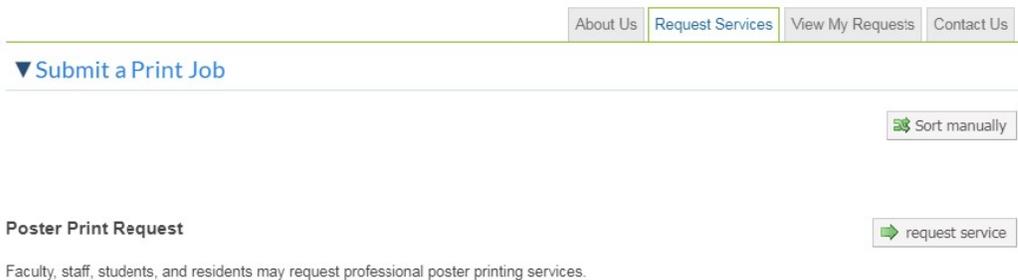
Click the blue hamburger icon in the upper-left corner, then **Core Facilities > MCW Libraries Poster Printing**

OR

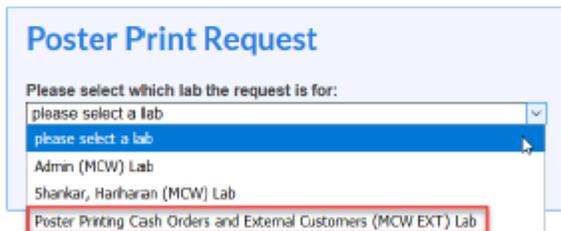
Bookmark the MCW Libraries Poster Printing page:

[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.**

★ Select your poster size Save Progress

Standard Aspect: 36 in x 48 in

Standard Aspect 36 x 48 (enter quantity, then click "Add Selected Services")

1 Standard Aspect: 36" x 48"

Add selected services Selected charges added (see below). Click only to add again.

★ Select your paper choice Plain

★ Upload your poster (PPT, PPTX, or PDF accepted)

re-upload MCWLPP-AS- CID\_CWALogo.png

If you would like to include a note or special request, or if you are requesting custom dimensions, please enter details here

★ I understand that my poster may be edited for grammar, image or graphic sizing, or other minor modifications that improve the overall finish of my poster, but only as the LPPS staff are able. I am ultimately responsible for the quality of my finished poster.

Agree Disagree

★ Would you like to request Expeditec Next Day Service for an additional fee?

Yes No

★ Please enter "1" in the text box, then click the "Add Selected Services"

1 Expedited Service - Next Day

Add selected services Selected charges added (see below). Click only to add again.

Please save your form!

save completed form save draft of form

⚠ After saving your form, please submit your request to the core.

Date	Item	Quantity	Unit Price	Total	Billing Status	Work Status	Icons
Jan 15 03:27 PM	Standard Aspect: 36" x 48"	1.0	\$25.00	\$25.00	Not Ready To Bill	Proposed	👉 ✖
Jan 15 03:29 PM	Expedited Service - Next Day	1.0	\$15.00	\$15.00	Not Ready To Bill	Proposed	👉 ✖

**6. Click the "Add Selected Service" button to update the "Total Projected Cost"**

**2) Cost**

The core will review and update this projected cost. You will only be billed for completed work.

Total Projected Cost: \$ 40.00

**7. Select the "Check" option from the drop-down list in the "Payment Information" section, then enter either a check number or the word CASH for cash**

**3) Payment Information**

Please enter the Project or General Ledger Account

% Project or General Ledger Account

1 100.0 %

100.0% total allocated

Select Project or General Ledger Account...  
 Select Project or General Ledger Account...  
 789 - (Does not expire)

+ Split Charge

enter additional payment information

submit request to core save draft request Cancel

- 8. Click the submit request to core button
- 9. The Library Poster Printing Service will contact you when your poster is ready for pickup
- 10. Upon pickup, be prepared to submit cash or check payment immediately

*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 polices vary. Paying with personal funds runs the risk of not being reimbursed. We advise finding out your Departments' policy up front.)*