

For all internal users with an MCW employee ID number (Faculty, Staff, and Graduate Students):

First, you must register for iLab. Faculty who are currently listed as PI on an active project account can skip this step.

1. Navigate to iLab website: <https://mcw.ilab.agilent.com/>
2. Select "Sign in using MCW credentials"
3. Enter your MCW credentials at the OneLogin screen
4. Select your PI from the drop-down list and enter your phone number
5. Submit the completed registration form, which will notify the PI of your lab membership request
6. Once the PI has approved your request, you can begin logging into iLab using your MCW credentials to request services and schedule equipment

Once registered, you can log into iLab to request a poster print job.

Paying with an MCW project or GL account:

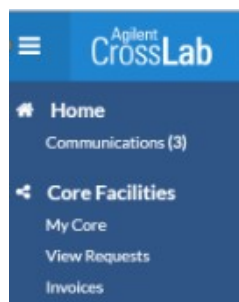
(If you will be paying for your poster with cash or check, please jump to the [Paying with Cash or Check](#) section)

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

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

[About Us](#)
[Request Services](#)
[View My Requests](#)
[Contact Us](#)

▼ [Submit a Print Job](#)

Sort manually

Poster Print Request

[request service](#)

Faculty, staff, students, and residents may request professional poster printing services.

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

★ Select your poster size Standard Aspect: 36 in x 48 in Save Progress

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 Expedited 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.

		Quantity:	Unit Price:	Total:	Billing Status:	Work Status:	
▶ 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	\$✖

5. 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

6. Select a Project or General Ledger Account from the drop-down list in the “Payment Information” section, then click the **submit request to core** button

3) Payment Information

Please enter the Project or General Ledger Account

% Project or General Ledger Account

1 100.0 % Select Project or General Ledger Account...

100.0% 789 - (Does not expire) total allocated

+ Split Charge

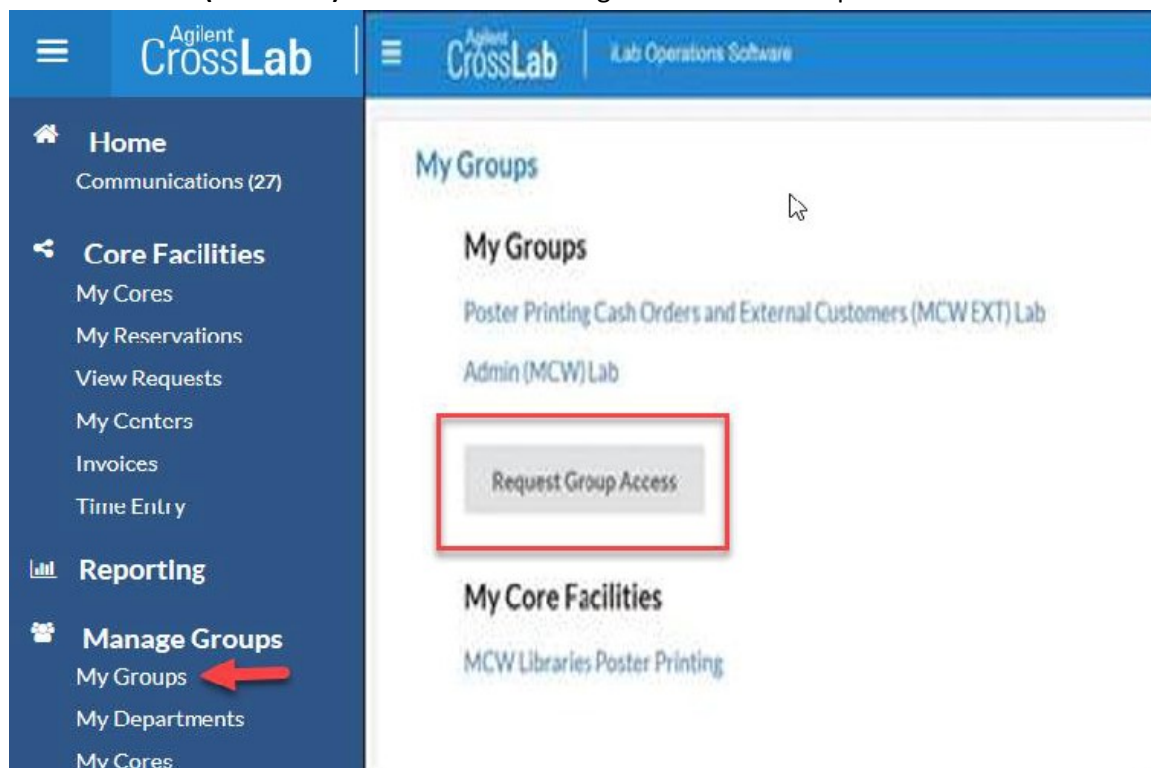
enter additional payment information

submit request to core save draft request Cancel

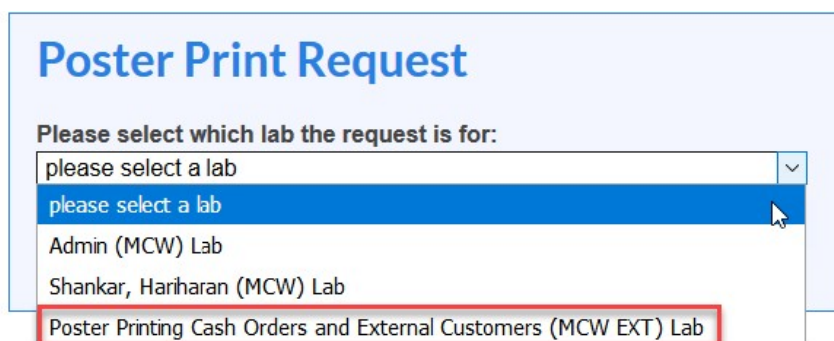
7. The Library Poster Printing Service will contact you when your poster is ready for pickup

Paying with Cash or Check:

1. In addition to being registered for iLab, you must be added to the **Poster Printing Cash Orders and External Customers (MCW EXT) Lab** before submitting a “Poster Print Request” form



- Navigate to **My Groups** under *Manage Groups*
 - Click **Request Group Access**
 - Search for “Medical College” under institution
 - Select “Medical College of Wisconsin EXTERNAL”
 - Search for “poster” under group
 - Select “Poster Printing Cash Orders and External Customers”
 - Click **Request Access**
2. Once added to the “lab,” you will receive an email confirmation
 3. Sign into iLab using your MCW credentials: <https://mcw.ilab.agilent.com/>
 4. Navigate to the [Poster Printing page](#)
 5. 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
 6. Under “Please select which lab the request is for,” select the **Poster Printing Cash Orders and External Customers (MCW EXT) Lab**.



7. Complete the “Poster Print Request” form
8. Click the “Add Selected Services” button to update the “Total Projected Cost”
9. 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 po number.
You will have the opportunity to review the quote before being billed. ⓘ

%
1 100.0 % Check Check # CASH

100.0% total allocated ⓘ

+ Split Charge

enter additional payment information

 submit request to core  save draft request  Cancel

10. Click the **submit request to core** button
11. The Library Poster Printing Service will contact you when your poster is ready for pickup
12. 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 policies vary. Paying with personal funds runs the risk of not being reimbursed. We advise finding out your Departments' policy up front.)