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.
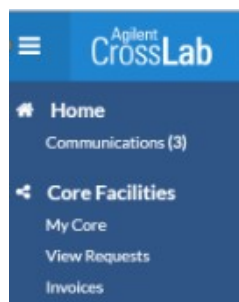
Paying with an MCW project or GL account:

(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

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

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

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


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
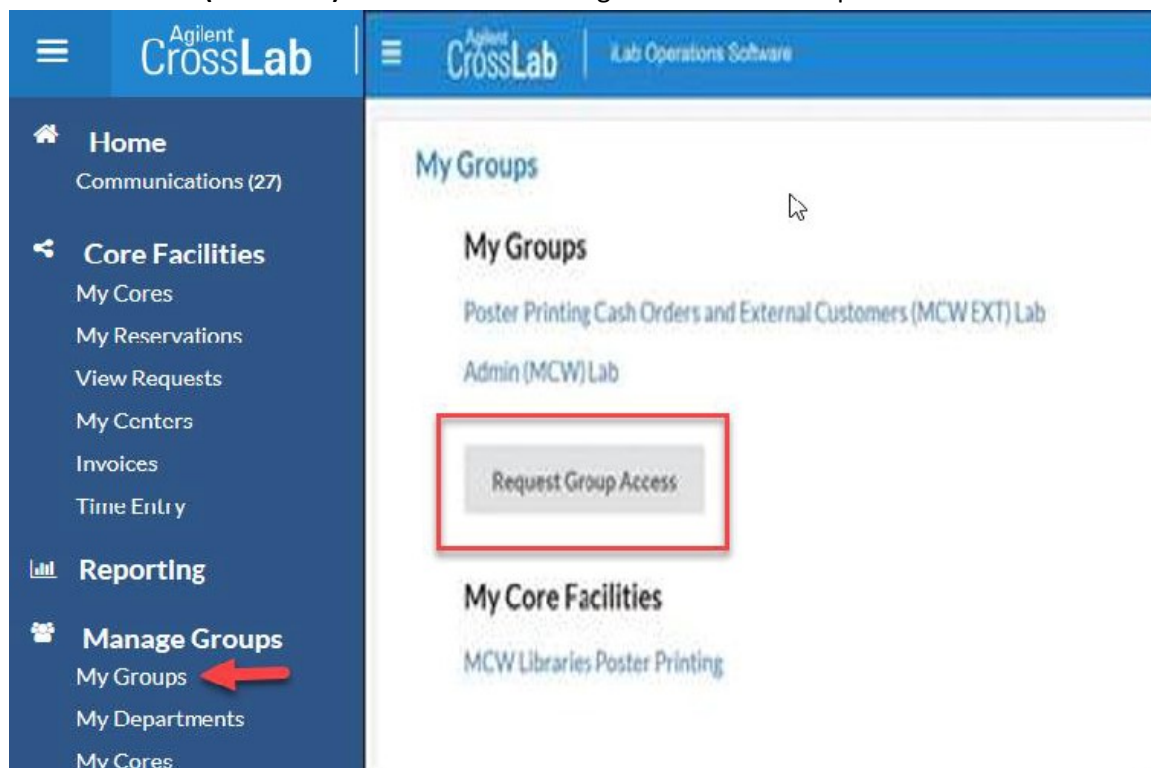
- Navigate to **My Groups** under *Manage Groups*
- Click **Request Group Access**
- Search for "Medical College" under institution
- Select "Medical College of Wisconsin EXTERNAL"
- Search for "poster" under group
- Select "Poster Printing Cash Orders and External Customers"
- Click **Request Access**

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.**
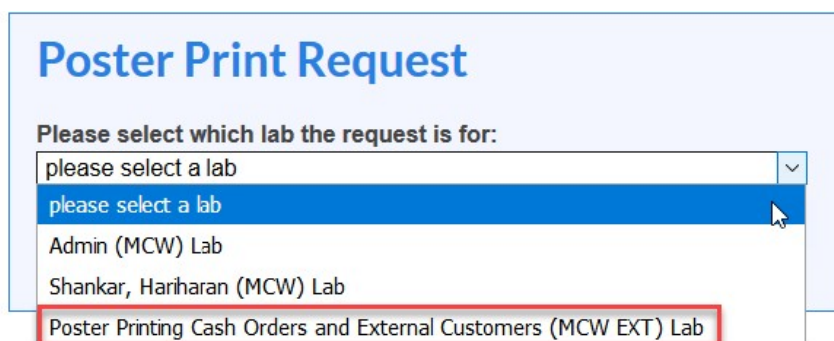
7. Complete the "Poster Print Request" form
8. Click the "Add Selected Services" button to update the "Total Projected Cost"
9. Select the "Check" option from the drop-down list in the "Payment Information" section, then enter either a check number or the word CASH for cash

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