Submitting Samples to the Ramaciotti Centre
– How to Create a User ID

1. To submit samples to the Centre you must create a User ID. This must also be approved by the Centre before you can log in to the system. The User ID only needs to be create once. It will be your login for all future projects. The web address for creating a UserID is:
   https://ramaciotti.claritylims.com/lablink/Welcome.do

2. Fill in your account details. All fields must be filled in. Keep a record of your User Name and password as these will be needed to log in the system. **Please Note:**
   *The email address used must be your institutional email address not a personal email such as gmail or yahoo. Your application will be rejected if a personal email address is used.*
   *The account Name must be chosen from the drop down menu. Please choose the most appropriate for your lab. Administrative Lab must not be selected as it is specific to the Ramaciotti Centre.*
3. Once the submit button has been clicked you will be asked to review your details and agree to the disclaimer. After clicking agree, you will need to wait for an email informing you that the User ID has been approved. Once that email has been received you can start using the system.

**You will not be able to use the system until the Ramaciotti Centre has approved your User ID request.**