Requesting new sequencing job

Before you can request a new sequencing job you must have a UTEID. Also before you request a new sequencing job, please see Entering Job Samples for your options.

1. If you have a UTEID you can submit samples using our wiki by clicking here. If you do not have a UTEID you can obtain a guest EID here.

2. Login using either your UTEID for the wiki.

3. Then click on the ‘Create a Job Request’ link.

4. Select your project type.

5. Fill out form. For a description of fields see Glossary of terms. Please Note:
   • All fields with marked with a red asterisk (*) must be filled in.
   • Samples may be entered manually or as an attachment. Please see Entering Sample Data.
   • If you wish to clear all data on the form press the ‘Reset’ button at the bottom.

6. After you are finished press the ‘Submit and Add Sample Information’ button.

7. The next page will be based on your selected response for the ‘Enter Job Samples’ field:
   • If you selected ‘Manually’ please see Manual Entry of Job Samples.
   • If you selected ‘Attachement’ please see Job Sample Attachment.