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## **Genomic Sequencing and Analysis Facility Online Submission Portal**

## WE HAVE A NEW LIMS SO BE SURE TO USE IT FOR SUBMITTING NEW REQUESTS

To submit a new project or get detailed pricing information, please use the online job submission portals.

- 1. Sign up for an account
  - Anyone at the University of Texas at Austin with a "utexas.edu" or a "austin.utexas.edu" email address will need to email the lab to request and
    account
    - Please email info@utgsaf.org to start the process
  - · All others can use the self registration portal by following this link
    - This includes outside academic labs, commercial labs and University of Texas affiliates not at Austin
  - IMPORTANT: Both external and internal users will receive TWO emails from either Lockbox or Salesforce, they might go to spam. You MUST set up your security questions before attempting to login
- 2. Once you have an account use the GSAF Requester Portal
  - Important notes on sample submissions
    - O See this web page for sample input guidelines.
    - Metagenomics and TagSeq
      - DNA/RNA concentrations should be normalized before submission
- 3. Job Info TOOL
  - Use this link to check job details without logging into portal
  - · You will not be able to access files from this link
  - This resource is great for researchers who just need to check the parameters of previous projects
- 4. Sequencing Information
  - · Link provides access to FastQC and MulitQC reports
  - Tag-Seq jobs-TagSeq Deduplication Analysis
- 5. Online Job Estimator, quick estimates without putting in a project request. This is only for estimates, for a formal quote you need to submit a project. Please note that not all services will be in the estimator.

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