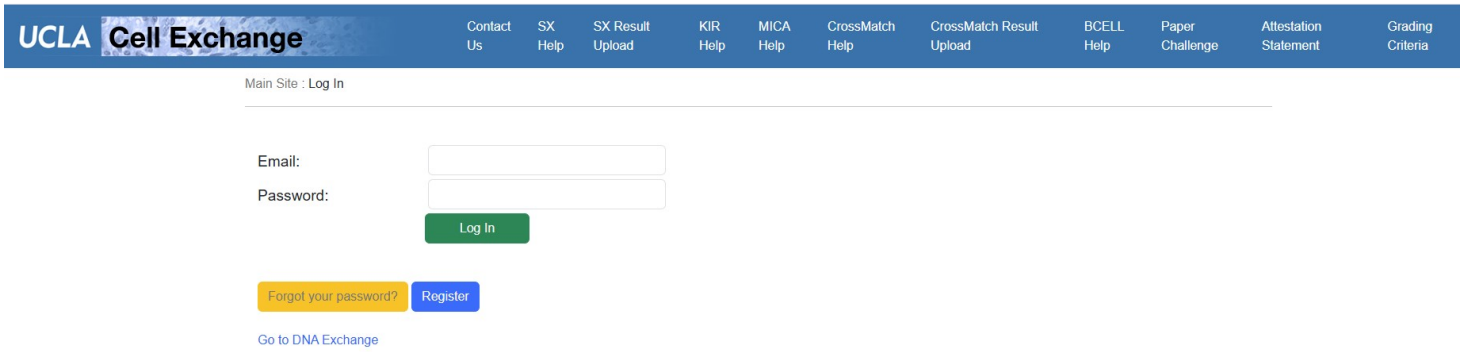
Instructions for online reporting of MICA Exchange results

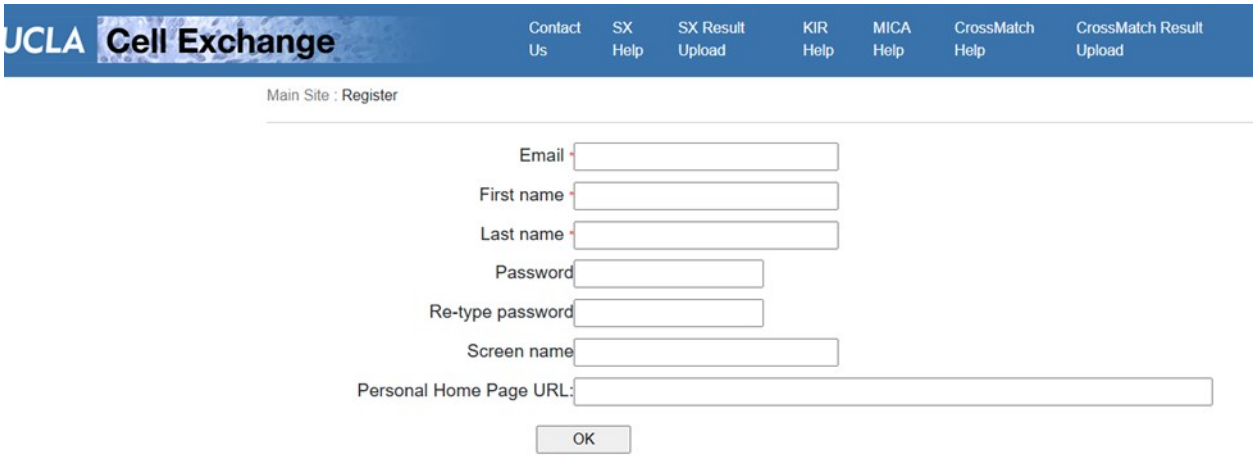
The website, https://cell-exch.ctrl.ucla.edu/register/, works best in the latest version of Firefox, Google Chrome, or Microsoft Edge.

1. Go to https://cell-exch.ctrl.ucla.edu/register/.

2. Click on Register to set up an account.
    a. Passwords must at least 12 characters in length and consist of the following:
        1. one lower case letter
        2. one upper case letter
        3. one number
        4. one of the following special characters: !@#$%^*

3. Once you have registered your email address, please contact an administrator, Arlene Locke at alocke@mednet.ucla.edu or Maria Cabarong at MCabarong@mednet.ucla.edu, to have your email account activated. Please note: you will not be able to enter results until your account has been activated.

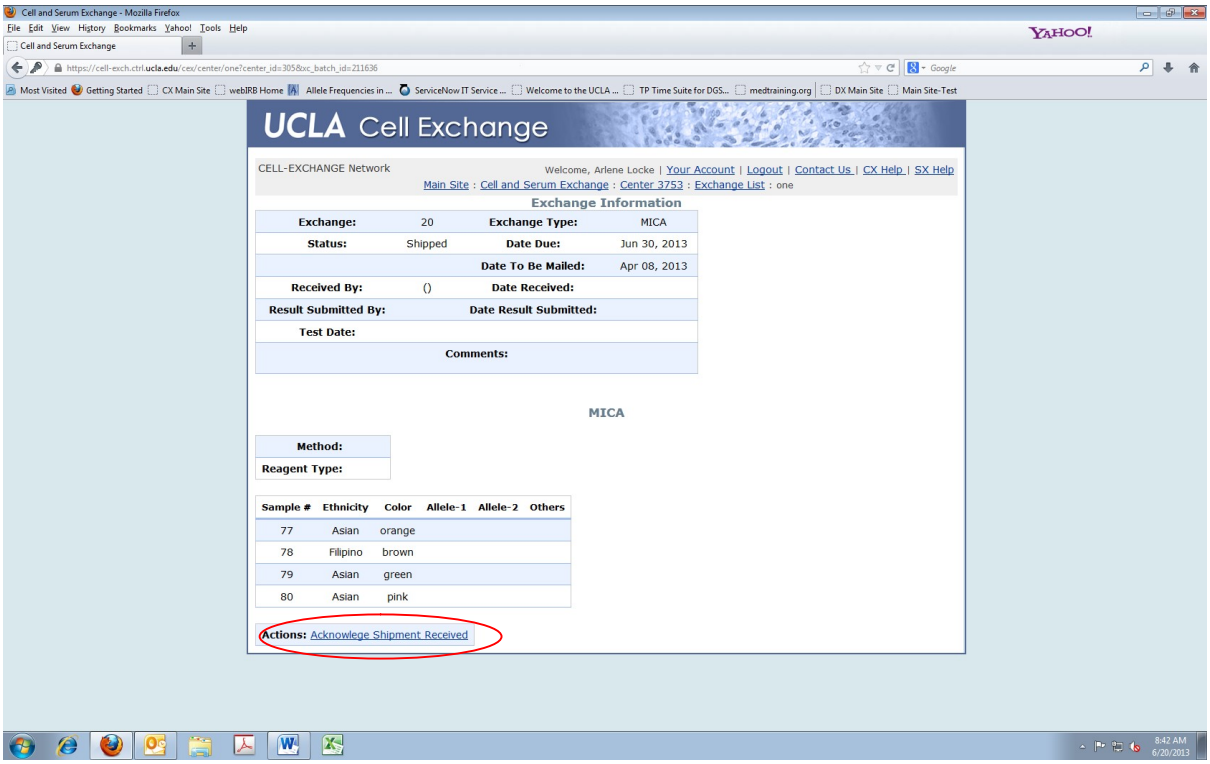




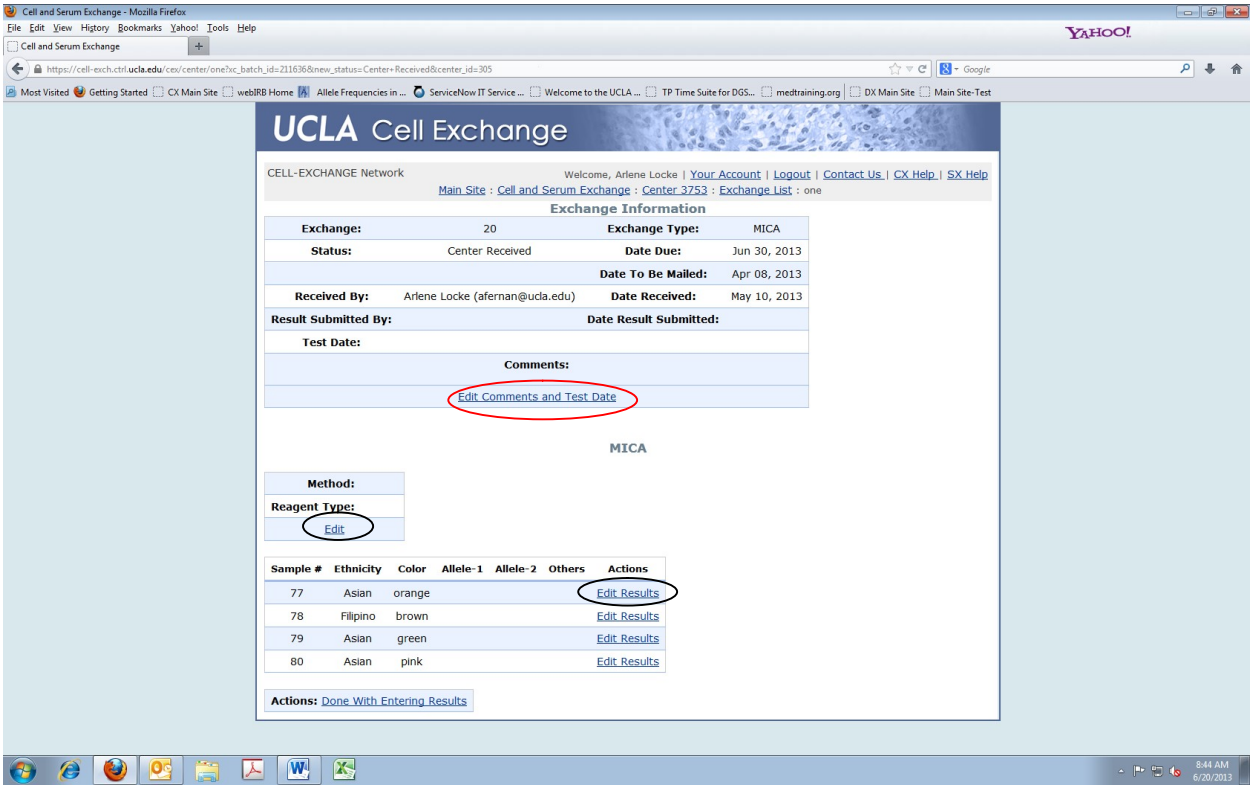
4. After your email address has been activated, return to the login page, https://cell-exch.ctrl.ucla.edu/register/ to enter the site.

5. The next screen will have details for the exchange, shipment date, and due date. Enter the MICA Exchange number, e.g., "**20**", in the Search box or click on the number under Exchange # (left column).

6. The next screen will have details for the exchange, shipment date, and due date.
    a. You must first click "**Acknowledge Shipment Received**" (in the lower left corner).
    b. In next screen, enter date of shipment received and hit OK. Note: If you enter the date incorrectly, please contact us. Only an administrator can change the received date.



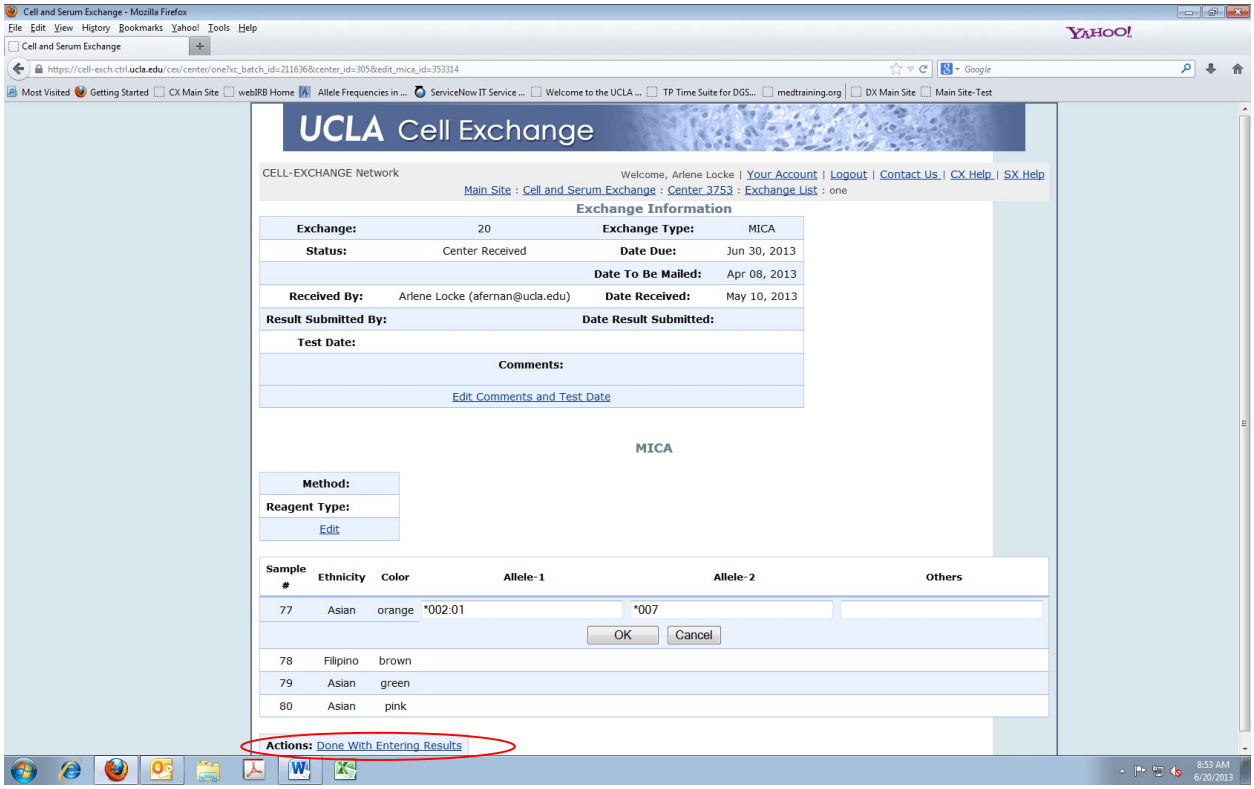
7. You will then return to the screen with the exchange details.
8. Click “Edit Comments and Test Date” to enter your test date or add comments (optional), i.e. new/additional alleles detected, sample issues, etc.
    a. The fields, "Results Submitted By" and "Date Results Submitted" will automatically be filled in with your email address and date once you hit "Done with Entering Results" (step 13).
9. Enter Method and Reagent type by clicking Edit (*required field).
10. To enter results, click on “Edit Results” for each sample.



11. Enter subtypes. For example, 002:01, 007 (do not include asterisks). Use Tab button or mouse to move from field to field.

Sample #	Ethnicity	Color	Allele-1	Allele-2	Others
205	Filipino	yellow	002/020/055/086/089/090/091/	018	092/093
206	Caucasian	brown	008/088N	068	
207	Hispanic	green	002/041	041	
208	Black	red	008/088N	018	
209	Hispanic	black	010/069	011	
210	Black	purple	002/020/055/089/090/091/	009/049	092/093

12. When finished, click OK. Next screen will show all 4 samples again; choose next sample number to enter next set of results.

13. When results have all been entered, click on "Done with Entering Results" (bottom left of screen) to save entries.
    a. You may edit your results as many times as you wish before the due date. The program will not allow you to enter or edit results after the due date has passed.
    b. At this time, the "Date Results Submitted" and "Results Submitted By" fields will not change from the original submission date.

14. For your records, please print your on-line results.