

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.

The screenshot shows the UCLA Cell Exchange login page. At the top is a blue navigation bar with the UCLA Cell Exchange logo and links for Contact Us, SX Help, SX Result Upload, KIR Help, MICA Help, CrossMatch Help, CrossMatch Result Upload, BCELL Help, Paper Challenge, Attestation Statement, and Grading Criteria. Below the navigation bar, the text 'Main Site : Log In' is displayed. The login form includes fields for 'Email:' and 'Password:', a green 'Log In' button, a yellow 'Forgot your password?' button, and a blue 'Register' button. At the bottom, there is a link that says 'Go to DNA Exchange'.

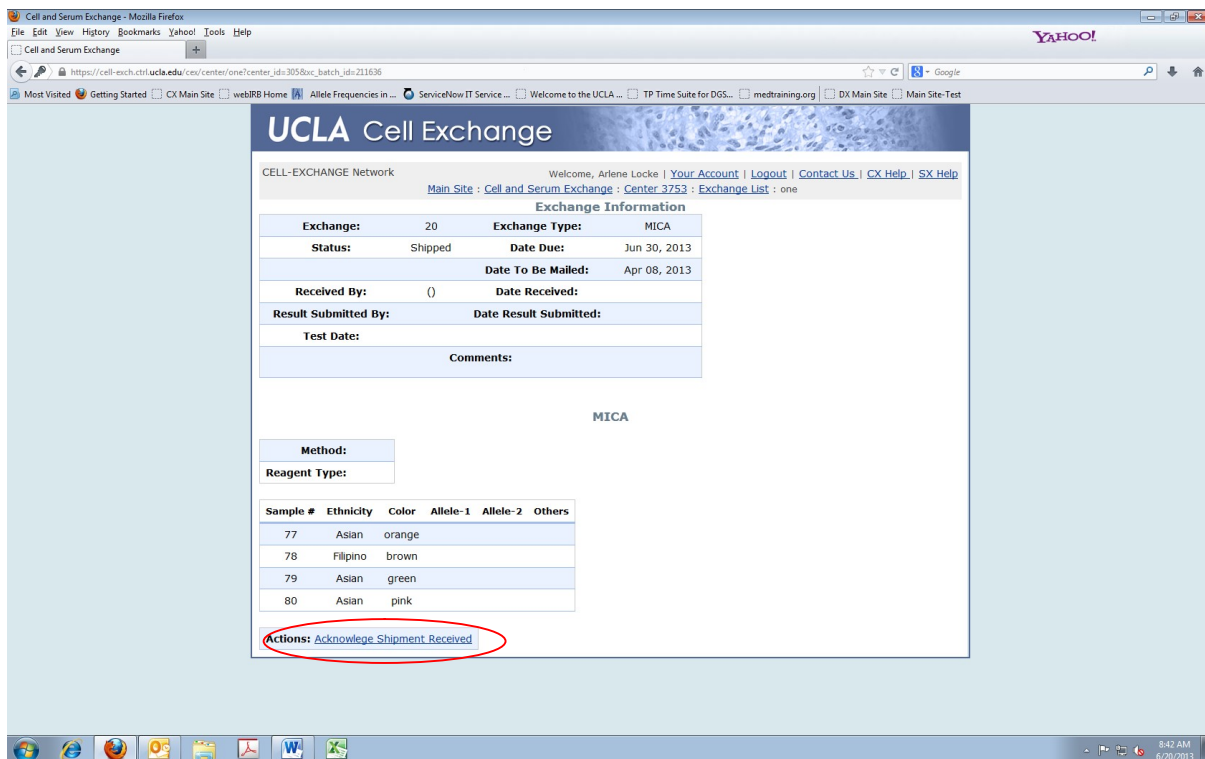
The screenshot shows the UCLA Cell Exchange registration page. At the top is a blue navigation bar with the UCLA Cell Exchange logo and links for Contact Us, SX Help, SX Result Upload, KIR Help, MICA Help, CrossMatch Help, and CrossMatch Result Upload. Below the navigation bar, the text 'Main Site : Register' is displayed. The registration form includes fields for 'Email', 'First name', 'Last name', 'Password', 'Re-type password', 'Screen name', and 'Personal Home Page URL:'. There is an 'OK' button at the bottom of the form.

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.

UCLA Cell Exchange

CELL-EXCHANGE Network

Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#)

Main Site : [Cell and Serum Exchange](#) : Center 3753 : [Exchange List](#) : one

Exchange Information

Exchange:	20	Exchange Type:	MICA
Status:	Center Received	Date Due:	Jun 30, 2013
		Date To Be Mailed:	Apr 08, 2013
Received By:	Arlene Locke (aferman@ucla.edu)	Date Received:	May 10, 2013
Result Submitted By:		Date Result Submitted:	
Test Date:			
Comments:			
Edit Comments and Test Date			

MICA

Method:

Reagent Type:

[Edit](#)

Sample #	Ethnicity	Color	Allele-1	Allele-2	Others	Actions
77	Asian	orange				Edit Results
78	Filipino	brown				Edit Results
79	Asian	green				Edit Results
80	Asian	pink				Edit Results

Actions: [Done With Entering Results](#)

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

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Main Site : [Cell and Serum Exchange](#) : Center 3753 : [Exchange List](#) : one

Exchange Information

Exchange:	20	Exchange Type:	MICA
Status:	Submitted Results	Date Due:	Jun 30, 2013
		Date To Be Mailed:	Apr 08, 2013
Received By:	Arlene Locke (aferman@ucla.edu)	Date Received:	May 10, 2013
Result Submitted By:	megroseanderson@gmail.com	Date Result Submitted:	Jun 20, 2013
Test Date:			
Comments:			
Edit Comments and Test Date			

MICA

Method: SSP

Reagent Type: In House

[Edit](#)

Sample #	Ethnicity	Color	Allele-1	Allele-2	Others	Actions
77	Asian	orange	*002:01	*007	*001, *003	Edit Results
78	Filipino	brown	*006	*008		Edit Results
79	Asian	green	*005	*007		Edit Results
80	Asian	pink	*004:02	*004	*004:02	Edit Results

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.

UCLA Cell Exchange

CELL-EXCHANGE Network

Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#)

Main Site : [Cell and Serum Exchange](#) : Center 3753 : [Exchange List](#) : one

Exchange Information	
Exchange:	20
Exchange Type:	MICA
Status:	Center Received
Date Due:	Jun 30, 2013
Date To Be Mailed:	Apr 08, 2013
Received By:	Arlene Locke (afernan@ucla.edu)
Date Received:	May 10, 2013
Result Submitted By:	
Date Result Submitted:	
Test Date:	
Comments:	
Edit Comments and Test Date	

MICA

Sample #	Ethnicity	Color	Allele-1	Allele-2	Others
77	Asian	orange	*002:01	*007	
78	Filipino	brown			
79	Asian	green			
80	Asian	pink			

Method:

Reagent Type:

[Edit](#)

OK Cancel

Actions: [Done With Entering Results](#)