



CMSP Client Portal Instructions for External Customers

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The CMSP Client Portal is a web-based interface for [CMSP](#) Customers

Getting Started

If you are a NEW customer or an EXISTING customer who cannot log onto the Portal yet, please request access from

1. Candace Guerrero (cguerrer@umn.edu) or
2. LeeAnn Higgins (higgi022@umn.edu)

Two Accounts are Required for Client Portal Web Access

1. UM VPN connection (via a UM sponsored account)
 2. CMSP Client Portal access
-

Overview

This Help document is intended for University of Minnesota **External** research clients.

In the Portal you can:

- Enter and edit contact and budget information
- Submit samples for analysis at CMSP
- Share project-related documents with CMSP
- Check billing and analyses details for completed samples

In the Portal you CANNOT:

- Use the back button in the browser! (Please use the buttons at the bottom of the page to navigate within the pages of the Portal.)



Obtain 2 Required Accounts

1. Sponsored Account
 - Request a sponsored account from a CMSP staff member (contact Candace Guerrero (cguerrer@umn.edu), LeeAnn Higgins (higgi022@umn.edu) or other CMSP staff). This will allow you to sign into the UM Virtual Private Network (VPN). Read below for more details.
 - Activate your sponsored account. **ALERT!** There is a time limit in which the account can be activated.
 - Retain your UM Internet ID/X500 (also known as username) and password.
2. Web Portal User Account from CMSP personnel. Retain the username and password. **NOTE!** This username and password is not identical to the sponsored account (unfortunately).

Sign into the UM Virtual Private Network

1. AFTER you have initiated your sponsored account (see above), Go to the [UM VPN website](#), scroll to the section “Other Faculty, Staff, and Students”
2. Download and install the VPN client suitable for your operating system
3. Connect to the UMN VPN using the UM Internet ID as **username** and **password** associated with the **UM Sponsored Account**

Log into the CMSP Client Portal


1. Go to the [CMSP Sample Submission](#) page
2. Click on the link for [CMSP Client Portal](#)
 - a. Enter the Web Portal User **Account Name** provided by CMSP
 - b. Type in the associated **Password**

Update your Profile

1. Click on ‘Update My Profile’ and enter any missing or incorrect contact information.



CMSP Lab Management


 Signed in as
higgi022External


First Name

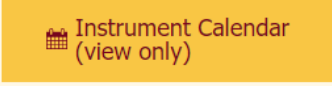
Last Name

Email

Main Phone








My Pending Accounts...

My Approved Billing Accounts...

[Accounts](#) [Experiments](#)

Enter or Update your Account / Billing information

1. Click on the '+ Account' button  on the **Accounts** page and fill out the form.
2. Fill out the relevant fields then click **Submit**. Click **Delete Request** if you need to cancel the submission.



Experiment (Sample) Submission

For new customers or new experiments from repeat customers, prior to sample submission please consult with CMSP personnel about your project to assess project feasibility, compatibility, and other pertinent details.

DEFINITION: An 'Experiment' is a set of related samples.

When you are ready to submit samples, click on **Experiments** at the bottom of the Portal website.



Click on the '+ New Experiment' button. You will be directed to the 'I'm requesting a new experiment...' page. Fill in the appropriate fields as outlined below.

Co-PI or Mentor Field Enter the name or select from the drop-down list IF pertinent.

Project Name Click the arrow in the field. A drop-down list will populate if you or a CMSP member has previously created a Project Name in the system. If your project name is not listed, type in a name. NOTE: a Project Name is a high-level descriptor of a project, it is related to the main goal of the mass spectrometry-based experiment. A single Project may have multiple Experiments. Type 'Undefined' if you're not sure what to enter.

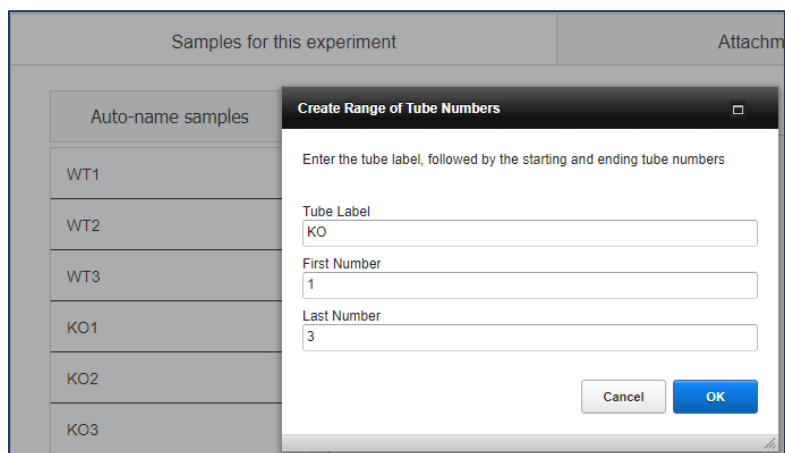
Category field Select the pertinent category from the drop-down list. Select from: Metabolomics Targeted, Metabolomics Discovery, Proteomics Targeted and Proteomics Discovery

Species Type in the species name that is related to your samples.

This is Rush! Click the box next to rush if pertinent. **Please inquire with CMSP personnel about rush rates, which are 3x the normal rate, and turnaround time estimates before you click this box.**

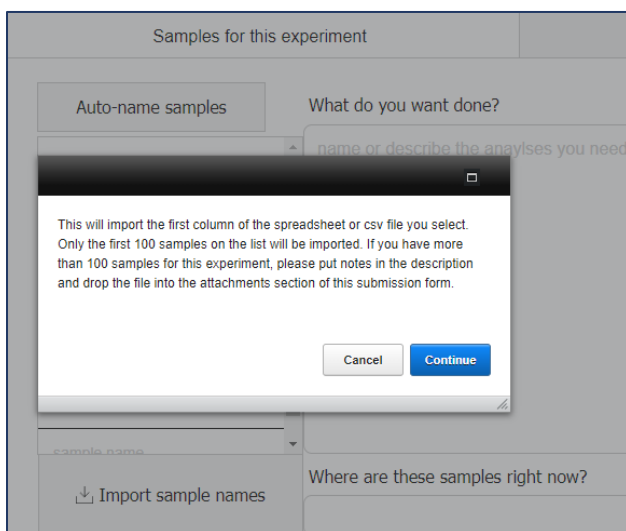
Samples For This Experiment Enter sample names using Method 1 or 2 or both (below) or type the names in manually. Be sure the sample name on the tube you submit matches the sample names in this list.

METHOD 1: Click on Auto name samples. Type a common prefix for the set of samples (if pertinent) and a first and last number for the set of samples. The image below shows 2 groups of sample tubes that share a common prefix that were entered by this method.



The screenshot shows a web interface for creating an experiment. On the left, under the heading "Auto-name samples", there is a list of sample names: WT1, WT2, WT3, KO1, KO2, and KO3. A dialog box titled "Create Range of Tube Numbers" is overlaid on the right. It contains the instruction "Enter the tube label, followed by the starting and ending tube numbers". The "Tube Label" field contains "KO", the "First Number" field contains "1", and the "Last Number" field contains "3". There are "Cancel" and "OK" buttons at the bottom of the dialog.

METHOD 2: Click on 'Import sample names,' choose [Continue](#), click on [Choose File](#), select a csv file that contains sample names in the first column, the column should not have a header label, click [Open](#), then click [Upload](#).



The screenshot shows the same web interface. A dialog box is open with the following text: "This will import the first column of the spreadsheet or csv file you select. Only the first 100 samples on the list will be imported. If you have more than 100 samples for this experiment, please put notes in the description and drop the file into the attachments section of this submission form." There are "Cancel" and "Continue" buttons at the bottom of the dialog. In the background, the "Import sample names" button is visible.

Note: you can enter sample names by Methods 1 and 2 for the same experiment.

A completed New Experiment form [for an Internal Account] is shown below as an example.

**I'm requesting a new experiment...**

Highlighted fields are required


EFS Billing	EFS: 1000-10865-720403-20090-----2103466	Samples for this experiment	Attachments	For incoming proteolytic digestion samples
PI	MSP MSP	Auto-name samples	Instrument choice for analysis	
COPI or Mentor		MS2	Eclipse	
Project Name	Proteomics MS Development	MS3	Analyses Requested and Sample-related Information	
Subproject	PTM Quant	MS4	DDA acquisition, pilot samples for qualitative analysis prior to quantification	
Category	Proteomics Discovery	MS5		
Species	yeast	MS6		
This is a Rush!	<input type="checkbox"/>	MS7		
Invoice Reference	(optional)	Import sample names		

Instrument Reservations

Cancel Edits Delete request **Submit** Close

Attachments. Please share pertinent files along with your Experiment such as protocols used during your sample preparation stage, SDS-PAGE gel images, project background information, related publications and more. Click on the Attachments tab. Click on 'Upload Files,' click on 'Choose File,' select a file from your local computer, click Upload, select a Category from the list in the pop-up window (or type a new category name), click Done. Click on the 'X' next to the filename if you want to remove it.

For proteolytic digestions performed prior to sample submission. Click on the tab 'For incoming proteolytic digestion samples.' Select the Cysteine Alkylating Reagent used during the sample preparation (if any) and type in the name of the enzyme(s) used for the proteolytic digestion.

Click on Delete request  if you need to cancel the submission!

Click on Submit  to complete the sample submission process.

After your request for '+ New Experiment' is submitted, a temporary Log Number will be shown on the **Experiments** page.



Experiment submission follow up: After you initiate an experiment you will receive email notification of the submission; the temporary log number will be shown in the body of the email.

NEXT: Contact CMSP to arrange delivery of your samples.

Delivering your samples to CMSP

Deliver or Ship your samples to the appropriate [CMSP location](#). Contact CMSP to arrange a delivery date and location (St Paul or Minneapolis campus).

Sample turnaround time is dependent on the current sample queue and other factors, including instrumentation status (e.g., maintenance schedules). Customer participation in sample preparation procedures is encouraged after proper instruction from lab staff. Contact core facility staff for inquiries on sample status.

NOTE: All samples are analyzed in the order of receipt.

Experiment Approval

After your samples are delivered to CMSP, your Temporary Experiment number into a permanent Experiment / Log number when they are logged into the system by a CMSP staff member. You will receive an email from cmsp-tc@umn.edu with a permanent Experiment / Log number that can be used to track your sample and view the status in the Web Portal.

The permanent Log/Experiment number will be listed on the **Experiments** along with the status.

Click on 'Details' button for any Experiment to see the analyses details, pricing and the status in the queue.

Completed Experiments

Click on the Completed Tab at the bottom of the page to access details for experiments that have been completed and billed. An example of the information included is shown below.



Experiment Details

Complete and Billed

< 99/99 >

Log Number: **18334**

Researcher: LeeAnn Higgins

Project: Eclipse Development

Sub-project: HeLa RunTime is Peptides

Category: Proteomics Discovery

Account:

PI: MSP MSP

COPI:

Sample Type: soln digest

Species: human

Instrument Reservations

analyses		samples		attachments		My Reservations	
Analysis	Qty	Price	Analyst	Instrument	✓	no chg	
Eclipse - Orbitrap Tribrid Eclipse	10	\$1105.00	LeeAnn	Eclipse	Y	Y	
DA_PD - Proteome Discoverer	2	\$209.06	LeeAnn	Data Analysis	Y	Y	
2 analyses		Total Price		\$0.00			

data release

Billing Method: EFS

Complete: Yes 1/31/2022 2:16:45 PM By: cguerrer