

Registration Guide for Internal Users

Remember:

INTERNAL user: the person requesting the services belongs to the University of Valencia, and the payment will be processed through an internal repayment.

The **main user** is the only one authorised to register his / her collaborators (CU) through the LIMS Platform.

To unregister your collaborators, please contact via e-mail to gestlims@uv.es

When the organisation is the generic one of a Department/Institute, the person responsible for the funds (director of the department or institute) must request the registration of the collaborating staff through gestlims@uv.es.

Registration procedure:

- Access the LIMS platform: [LIMS Platform UV](#)
- Go to “Apply for registration as an INTERNAL user“:

| Request Registration as an EXTERNAL USER | Request Registration as an INTERNAL USER |
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| Any person who does not belong to the University of Valencia (UV) . If you belong to the UV but request services for another entity or company , you must apply for the registration as an external user (to issue the corresponding invoice) | This type of registration must be requested by the principal investigator of the University of Valencia. Invoicing is done through Internal Clearing. The associated/collaborative researchers will be registered by their responsible researcher (Main User). |



- Accept the conditions of confidentiality, data protection and access / use of services in order to go further
- CECT users must sign the Material Transfer Agreement (MTA) document and upload it to their profile once they have registered
- Fill in the request form and click on the gray box: **Save request**.

IMPORTANT: Registration is not automatically generated. Your request will be reviewed and once accepted you will receive the access credentials by email.