A. Creating an Account

All information within the IR is available without need for creating a user account. User accounts are generally reserved for people involved in adding and maintaining records within the repository. Scientific administrators, or persons typically assigned to maintain a laboratory’s publications/data typically have an account and training. If you need records added or updated, contacting Matt Covey is typically the easiest and faster way to get materials in the repository.

1. Creating an account.

To create an account, simply email us. Title the Email “New IR Account” and provide all the information below.

1. Your Full Name
2. Your CSHL Department, Lab, or Organization
3. a brief description of your intended content and the role you will play in the IR, (e.g. Quantitative Biology, Technical Manuals, Post-Doc),
4. Your email Address. We need this so the IR can auto-generate email alerts to you if for any reason we need to pull any of your content from the active IR. **NOTE**: Please specify whether you would like your email address visible to all registered IR users or visible only to IR administrators.
5. Your IR User Name
6. Your IR Password

That’s all you need to do. We will automatically send you an email when your account is set up. Please write down your User Name and Password in a handy location so you won’t lose it.

Welcome to the CSHL IR!

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