Acquire RAC Public User Guide

1. **Public User requests account**

   A. If you do not have an account for TCRB Acquire, you may request it at https://acquire.research.bcm.edu/ by clicking on the *Request Account* button found below the login and password fields.
   B. Once your user account is approved, you will be sent an automated email containing your login name and password. You can use this account information to login to TCRB Acquire at https://acquire.research.bcm.edu. Once logged in, you will have the ability to change your password with the *My Account* selection from the navigation bar.
   C. After you have successfully logged in to Acquire, select the *Apply for Specimen* button from the navigation bar to start your application or perform a query using the search selection on the Home page to see if the specimens required are held in the TCRB biobank.
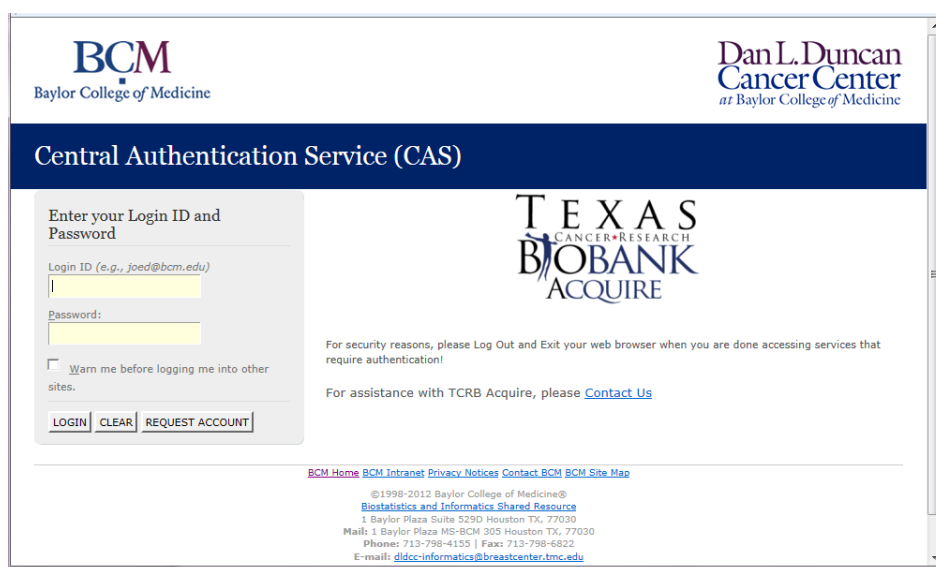
2. **Public User applies for specimen**

   A. From the Home page, users search for specimen based on multiple specimen criteria. To do so:
      1. Check the box next to each of the criteria desired in the search.
      2. A data entry field and operator will appear. Type the specific criteria you desire in the field and click the *Add* button.
      3. To add additional criteria to the same data element, enter new criteria and click the *Add* button again. Repeat the process for each additional criteria desired.
      4. Click *Next* at the bottom of the screen to initiate the data search.
      5. The results of data miner will display in a new screen to let you know if YES, we have specimen meeting those criteria, or NO, we currently do not have specimen meeting those criteria.

6. On the results page, buttons are provided to *Search Again, Modify Existing Search, or Save Search & Apply for Specimen*.
7. Click on *Save Search & Apply for Specimen* button at the bottom of the screen to begin an application for Specimen.

Figure 2. Search for Specimen

3. **Public User saves and retrieves application for editing**
   1. Applications can be saved with only minimal information such as name, project title and email.
   2. The required fields for saving an application have asterisk symbols next to the field.
   3. Complete the saving of the application by clicking the *Save and Edit Later* button at the bottom of the form.
   4. You will receive and automated email indicating your application has been saved.

Figure 3. Saving an Application

A. **Editing a Saved Application**
1. Once an application has been saved, it can be viewed any time you login by clicking the *My Applications* selection under the *My Account* button in the menu bar.
2. Clicking on *My Applications* will display all applications that have been created by you. All applications are displayed here by title and status.
3. If you would like to edit a particular application, click on the *Title* of the application and it will open. Note that once an application has been approved, it will no longer be editable by the submitter.
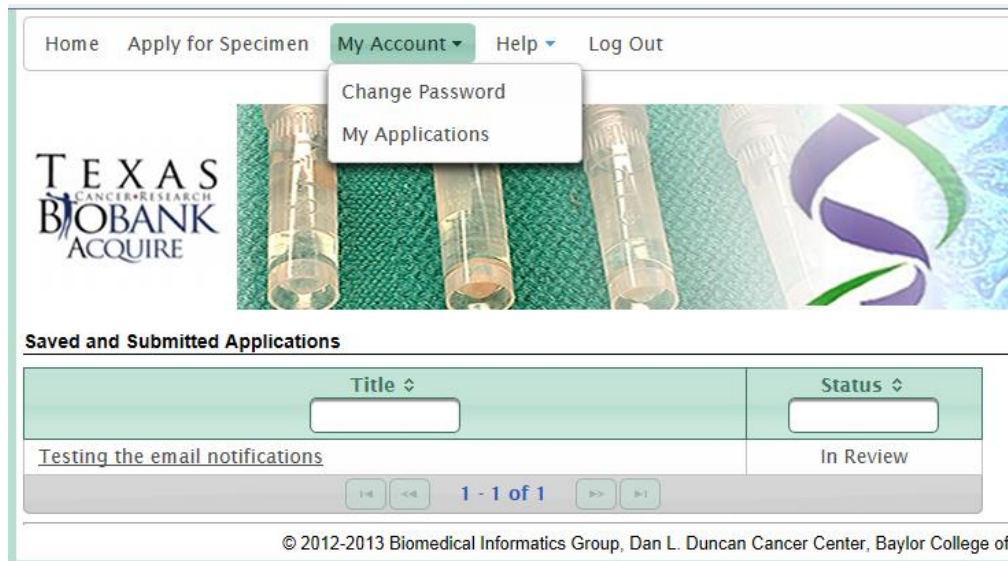

Figure 4. Editing an Existing Application

4. **Submitting an application**

A. In order for an application to be submitted, all fields marked with a dagger (†) symbol must be completed. If you have questions about the application fields please contact, info@txcrb.org
B. After completing all these fields, including signing the certification, click the *Submit* button at the bottom of the application screen.
C. Both the submitter of the application and the RAC Coordinator will receive an automated email indicating the application has been submitted.
D. Each time the information contained in or the status of your application changes, the submitter will receive an automated email indicating this information.
E. You may edit the application until it has been approved by the RAC, at which time the application is frozen.

Normal Tissue Type	Total # Needed	Amount of Each Sample	Sep
+ Frozen Solid Tissue			
+ Stained/Unstained Slides			
+ RNA			
+ DNA			
+ Paraffin Block			
+ Whole Blood			
+ EBV Transformed Cell Line			

▼ Certification

View the policies and procedures at www.txcrb.org

☐ I agree to the policies and procedures of the Resource Allocation Committee†

[Sign Certification]

[Save and Edit Later] [⧉ Add Documents] [Submit]

* Required for Saving Applications.
† for Submitting Applications.

Figure 5. Submitting an Application