

# Roche Automated Freezer Registration Quick Reference Sheet

- Enter the following address in the address bar: <http://www.roche-prime-supply.com> Hit [ENTER]  
*Hint:* this is the window that display web addresses that always begin: **http://** or **https://** and is usually located at the top of your browser screen. Don't enter this address in the Google or Yahoo search bar.
- Once the website appears, on the left side of the screen, beside the picture, you will find the words: Prime Supply, Login and Enlightened Science. Click [**Login**]. Please note you will also find a button labeled Login at the base of this screen below the text body, you may also click this button to login.
- A new screen will open entitled: **Welcome to Roche Prime Supply**. As you do not yet have a User name or Password, please click [**User registration**] in the lower left corner of the screen.
- A new screen will open with many fields and radial buttons. Here are the appropriate responses to these questions:

## **Administrative information**

Institution:\* **UMass-Worcester**

Prime Supply site no.: **56011236**

Site manager/Site coordinator: **Hank Morgan /Elaine Fafard**

Valid from: no action required – should be **today's date**

Valid to: no action required – should say **unlimited**

## **User profile**

Profile: please select **Normal user**

Allowed to see prices: please select **Yes**

All P.O. numbers accessible: please select **No**

Accessible P.O. numbers: please leave **blank**

Approval workflow required: please select **No**

Approvers to select: please leave **blank**

## **Personal data**

Please complete each field, particularly the text box where you can list your building, department, lab, room number, etc.

## **Fields of interest**

Please select all that apply – we'd like to know and understand your research better

- Check that you agree to the Terms and Conditions and finally click [**register online**] to complete the registration process. Another screen will appear asking you to confirm the info. Click [**register**]
- In a few minutes you will receive an email confirmation that you completed the registration process. In that email message you will be notified that a user name and password are forthcoming. Another email will arrive shortly with your user name and password and, once you have your user name and password, you may begin to place orders using the Roche automated freezer.