

1. An Introduction to MiLab Central (Title Slide)

2. Topic Overview

This video tutorial covers the following topics:

- Introduction to MiLab Central,
- Gaining Access to MiLab Central, and
- Navigating the MiLab Central Homepage.

3. Introduction to MiLab Central

MiLab Central (or simply referred to as MiLab) is an ACTG and IMPAACT Laboratory Center web portal that allows sites and laboratories to complete and submit documentation requirements for laboratory approvals in order to participate in network studies.

While some laboratory requirements may be specific to each study, examples of common tasks that you will perform in MiLab Central may include but are not limited to completing either a Protocol Analyte List (also known as a PAL), a Domestic Analyte List (also known as a DAL), submitting instrument and method validation data, uploading supporting documentation such as lab director CVs, IATA Dangerous Goods Shipping certificates, accreditation certificates and others.

4. Gaining Access to MiLab Central

So, in order to gain access to MiLab you will need to have an account created. To maintain a proper record of who is accessing MiLab, accounts are created per user, rather than per site or laboratory. Your account access and privileges will be based on your affiliation with either the Clinical Research Site or a supporting laboratory. To request an account, you should contact the study's Laboratory Specialist, which will be a member of the IMPAACT or ACTG Laboratory Center team, identify name and email address of the person who is requesting access including their Site or Laboratory affiliation. Alternatively, once the initial accounts are active you may request MiLab access for additional users as needed within MiLab.

So, once an account request has been approved, an email will be sent to the new user with the account username and temporary password. When the user logs in for the first time, they will be prompted to create a NEW password which should be used each time they log in. The MiLab Central web address is www.milabcentral.org. I recommend to bookmark the address in your web browser for easy access in the future.

So, once you receive your login credentials, you will go to milabcentral.org. Enter your username and password. You will be prompted with your temporary password to create a more permanent password which you will use again each time you log in. So, once you enter your credentials, select Sign In. And you will be taken to the homepage.

5. Navigating the MiLab Central Homepage

So, to introduce you to navigating the homepage, you will see that there are various sections within the webpage. The first being on the left-hand side: the supporting documents. This is where you will be able to view and access, upload, or download the various supporting documents required to support your studies. On the right-hand side, you will see a list of PALs for which your site is participating. And below, you will see any PALs that are under review or have been approved by the lab center.

6. An Introduction to MiLab Central (End Slide)

This concludes the introduction to MiLab Central video tutorial. Additional information about using MiLab is available on the ACTG IMPAACT Laboratory Center website, which is available at www.actg-impaaact-lc.org/.