

Ragon Institute Flow Cytometry core booking system

Please be sure to complete all 4 steps:

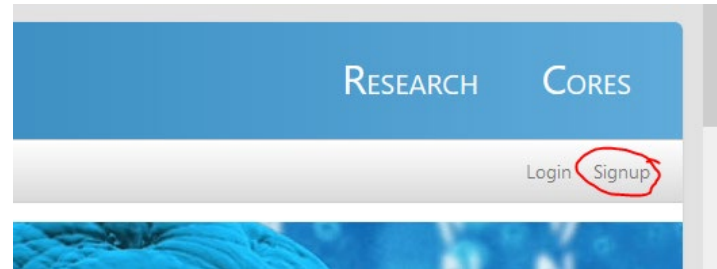
1. Create user account
2. Enter funding information
3. Assign a contact to receive invoices
4. Request training for needed equipment

INTERNAL USERS (paying with an MGB fund): To sign up, please visit the Research Cores Management System (RCMS):

<https://researchcores.partners.org>

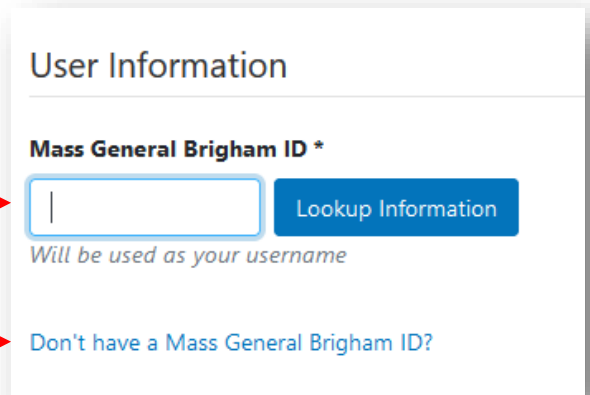
and click on “Signup”

(Existing RCMS users can click on “login” to access your account)



Internal →

External →



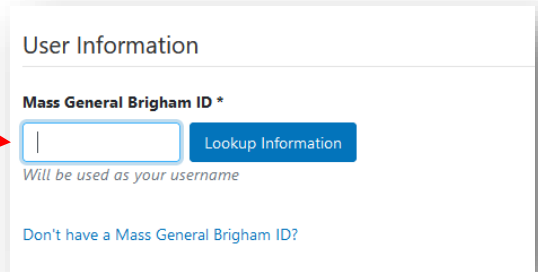
Please note: “INTERNAL” users ONLY applies to researchers that are using MGB funding to pay for services! Signup should be with your Network ID (abc12 usually your initials with a number).

If you are paying with an external fund, EVEN IF YOU HAVE A Network ID for access, you should still sign up as “external”: see other document.

Internal signup

1. Create your account

Enter Alias (your ID in the format "abc123")
and click "lookup information"



User Information

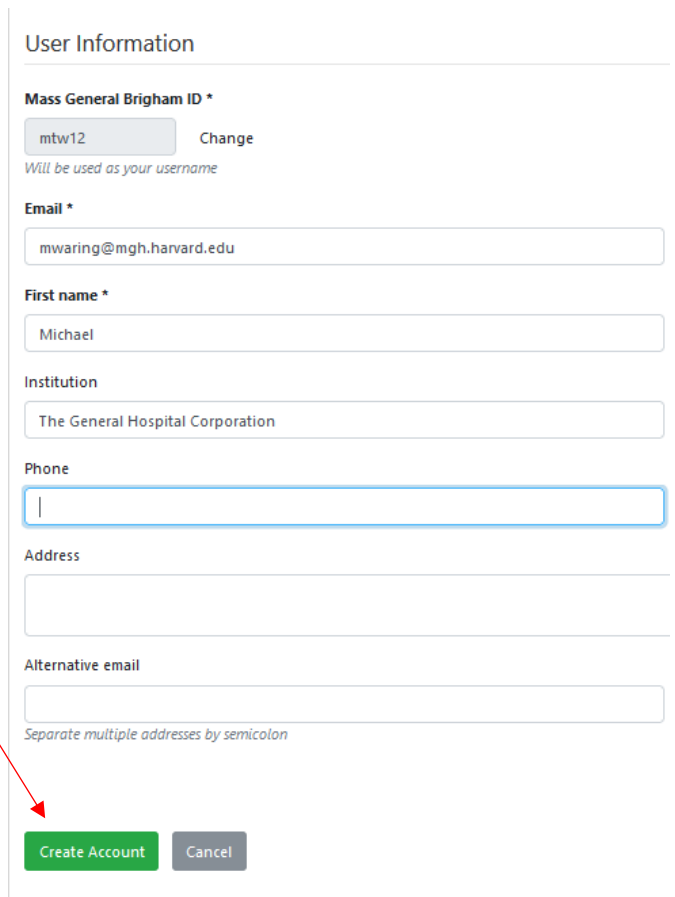
Mass General Brigham ID *

[Lookup Information](#)

Will be used as your username

[Don't have a Mass General Brigham ID?](#)

confirm information is accurate
and then click "Create Account"



User Information

Mass General Brigham ID *

[Change](#)

Will be used as your username

Email *

First name *

Institution

Phone

Address

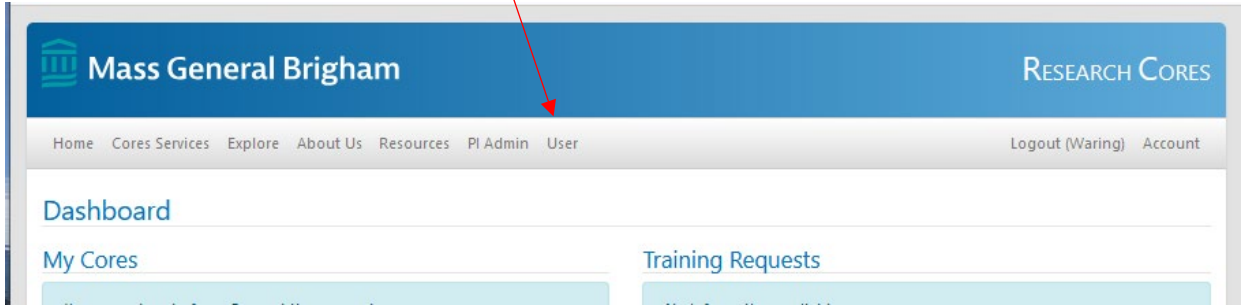
Alternative email

Separate multiple addresses by semicolon

[Create Account](#) [Cancel](#)

Internal: 2. Add a funding source to pay for your core fees:

Go to User>Funds



Select “MGB” from the “Payment Type” dropdown menu.

Enter 9 character fund number (new format is GR#####, if using an older 6 digit number, add the numeral 0 after the GR) and select “Lookup”. Review populated information to ensure correct fund is being used.

Select “Assign Funding source”.

A screenshot of the 'Funding Source' form. The form has the following fields and buttons:

- Funding Source** (header)
- Payment Type *** (dropdown menu) with 'MGB' selected.
- 9 digit Mass General Brigham Grant Number *** (text input field) with a 'Lookup' button to its right.
- Company *** (text input field)
- PI Name *** (text input field) with a link 'Enter new PI' below it.
- Sponsor Name** (text input field)
- Start Date *** (text input field)
- At the bottom: 'Assign Funding Source' (green button) and 'Cancel' (grey button).

3. Assign fund manager

The screenshot shows the Mass General Brigham user interface. At the top, there is a navigation bar with the logo and the text 'Mass General Brigham'. Below this is a secondary navigation bar with links: Home, Cores Services, Explore, About Us, Resources, PI Admin, User, and My Cores. The 'User' link is highlighted, and a dropdown menu is open, showing options: Funds, Service Requests, Tracking, Invoices, and Notification Preferences. The 'Notification Preferences' option is selected and highlighted. The main content area is divided into several sections: 'Dashboard', 'My Cores' (listing Ragon Institute Immunology Core-Flow Cytometry and Ragon Institute Immunology Core-Microscopy), 'Cores I use' (listing CSB Research Informatics Core and Ragon Institute Immunology Core-Flow Cytometry), 'Service Requests' (showing BIC-019 Ragon), and 'Announcements'. On the right side, there are three panels: 'Training Requests', 'Upcoming Schedule', and 'Service Requests with Inact', each displaying 'No information available'.

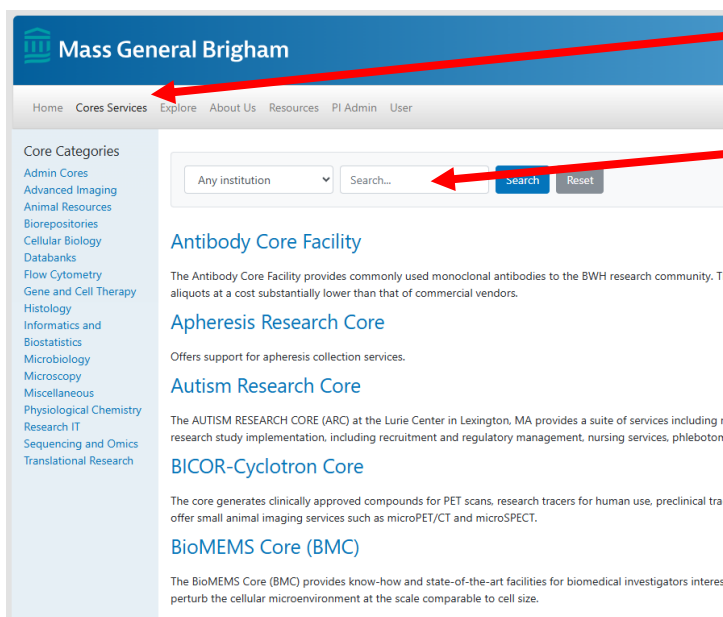
- Select User>Notification Preferences
Under “Invoice” please enter the email of your grant manager that should be receiving the invoice for your core usage. Multiple emails can be separated by ;

Notification	Enable Notification	Send To	Copy To <small>Add multiple emails seperated by a semicolon</small>
User Notifications			
Service Request Created	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
Service Request Status Changed	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
Invoice	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
Invoice Reminder	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>

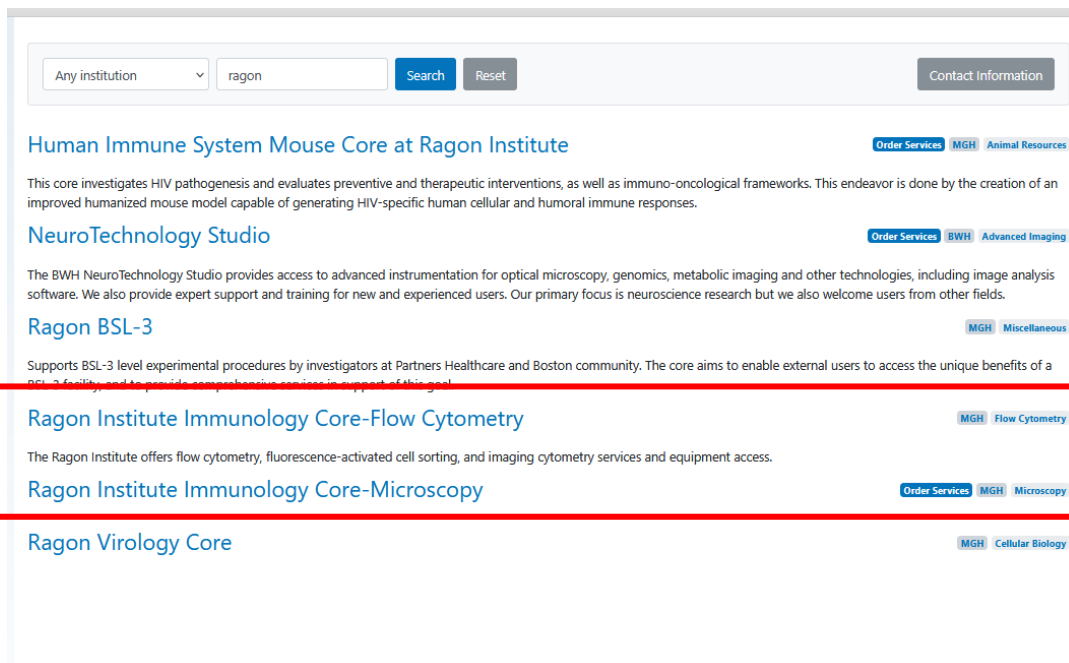
Find our cores. Flow and Microscopy have separate pages

Direct link for flow is <https://researchcores.partners.org/ragon/about>

Microscopy is <https://researchcores.partners.org/ragon2/about>



- Go to “Core Services”
- search “Ragon”



If you are sorting, you do not need to request access to the instruments. Click on the Schedule:

Research Core Facilities :: About × +

researchcores.partners.org/ragon/about

Mass General Brigham

Home Cores Services Explore About Us Resources PI Admin User

Ragon Institute Immunology Core-Flow Cytometry

About Services Service Requests Equipment Schedule

Contact information

Michael Waring (978) 793-1526

Ragon Institute Immunology Core-Flow Cytometry

The mission of the Ragon Institute Immunology Core is to bring the latest technologies to bear on fundamental research in immunology. It serves the greater MGH community in all aspects of flow cytometry, cell sorting, advanced microfluidics, and cell suspension using the ImageStreamX MkII by Amnis.

Personnel/Contact Information:

Director: Michael Waring
Email: mwarings@partners.org

Facilities and Equipment:

Visit our microscopy page for imaging: <https://researchcores.partners.org/ragon2/about>

Flow Cytometers (600 Main Street, room 333 and 334, Cambridge MA 02139):

- Two 5 Laser FACSymphony A5 cytometers (BD Biosciences) with 355, 405, 488, 561, and 640 ex
- Two 5 Laser LSR Fortessas (BD Biosciences) with 355, 405, 488, 561, and 640 excitation lines, up
- 3 Laser LSR2 (BD Biosciences) with 405, 488, and 633 excitation, 16 colors, and the HTS option fo
- 5 Laser FACSymphony A3 cytometer (BD Biosciences) in a biosafety cabinet for acquisition of li

Click on “Week” view at the top, and you will be able to see all available equipment. Use the “filters” to select the sorters.

Mass General Brigham RESEARCH CORES

Home Cores Services Explore About Us Resources PI Admin User Logout (Waring) Account

Ragon Institute Immunology Core-Flow Cytometry

Today Mar 01 - 07, 2026 Cal Enable Filters Week Month Agenda Services

	Sun 03/01	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07
6am							
7am							

In the “Filters”, select the instruments you wish to view. (usually SORP Core run and 4L Fusion Core run)

Today Mar 01 - 07, 2026 iCal | Enable Filters

Personal

My events only

Service

<input type="checkbox"/> 102. Instrument orientation	<input type="checkbox"/> a. "3L" core-run LSR11 3-Laser
<input type="checkbox"/> a. "3L" self-run LSR11 3-Laser	<input type="checkbox"/> a. "5L" core-run Fortessa 5-Laser
<input type="checkbox"/> a. "5L" self-run Fortessa 5-Laser	<input type="checkbox"/> a. "5R" core-run Fortessa 5-Laser
<input type="checkbox"/> a. "5R" self-run Fortessa 5-Laser	<input type="checkbox"/> a. "5S" core-run Symphony A5 5-Laser
<input type="checkbox"/> a. "5S" self-run Symphony A5 5-Laser	<input type="checkbox"/> a. "5T" core-run Symphony A5 5-Laser
<input type="checkbox"/> a. "5T" self-run Symphony A5 5-Laser	<input type="checkbox"/> a. A3 BL2 core-run Symphony
<input type="checkbox"/> a. A3 BL2 self-run 5 Laser Symphony A3	<input type="checkbox"/> a. Aurora core-run assisted or training
<input type="checkbox"/> a. Aurora self-run spectral analyzer	<input type="checkbox"/> a. ISX core-run ImageStream assisted or training
<input type="checkbox"/> a. ISX self-run ImageStream imaging analyzer	<input type="checkbox"/> l. FlexMap 3D Luminex plate reader
<input checked="" type="checkbox"/> s. _SORP core-run Aria Fusion 5-Laser sorter	<input type="checkbox"/> s. _SORP self-run Aria Fusion 5-Laser sorter
<input checked="" type="checkbox"/> s. 4L_Fusion core-run FACSAria Fusion 4-Laser sorter	<input type="checkbox"/> s. 4L_Fusion self-run FACSAria Fusion 4-Laser sorter
<input type="checkbox"/> s. S8 self-run FACSDiscover S8 imaging spectral sorter	<input type="checkbox"/> s. SH800 BL2 Sony self-run sorter
<input type="checkbox"/> s. SH800 Yeast Sony self-run sorter	

Service Request

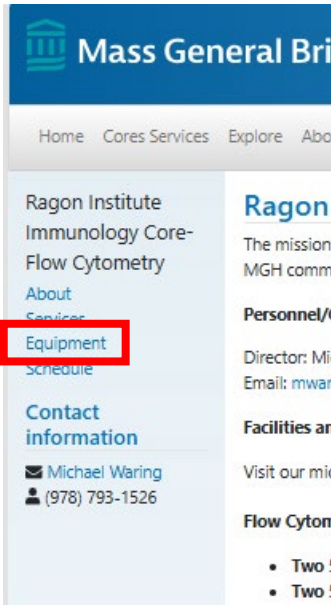
Technicians

<input type="checkbox"/> Bonheur, Nathalie	<input type="checkbox"/> Folz-Donahue, Kat
<input type="checkbox"/> Waring, Michael	

Reset Done

You will be able to see the available times, and should send a sort request form with your preferred time slots to ragoncytometry@mgh.harvard.edu

4. Request access to the instruments



Click on “Equipment” in the menu on the left.

- FOR DIVA INSTRUMENTS (Fortessa, LSR2, Symphony), request training by clicking on the “DIVA Orientation” service:

Training

Name, Description	Service Name	Units	MGB Fee	Non-MGB Academic Fee	Industry/For Profit Fee	
Just the FACS <i>Pre-Requisites</i>	101. Just the FACS	Hourly	\$134.00	\$192.96	\$351.55	Schedule
Diva Orientation for training on the LSR2, Fortessa, or Symphony <i>Pre-Requisites</i> Just the FACS	102. Instrument orientation	Hourly	\$134.00	\$192.96	\$351.55	Request Training

- Click “Request training” for the instruments you want to have booking access on.

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Ragon Institute
Immunology Core-
Flow Cytometry
About
Services
Equipment
Training Requests
Schedule
> Administration
Contact
information
Michael Waring
(978) 793-1526

Active Search... Search Reset List view + New Equipment
Planned Installed Running Down Retired

LSR Fortessa

Name, Description	Service Name	Units	MGB Fee	Non-MGB Academic Fee	Industry/For Profit Fee	
"3L" 3 Laser LSR2 For further details visit https://ragoninstitute.org/research-service/flow-cytometry-core/ <i>Pre-Requisites</i> Attend "Just the FACS" Complete Instrument Orientation: FACSDiva Demonstrate Proficiency	"3L" self-run 3 Laser LSR2	Hourly	\$62.00	\$89.28	\$162.66	Request Training
	"3L" assisted 3 Laser LSR2	Hourly	\$134.00	\$192.96	\$351.55	
"5L" 5 Laser LSR Fortessa <i>Pre-Requisites</i>	"5L" self-run 5 Laser LSR Fortessa	Hourly	\$62.00	\$89.28	\$162.66	Request Training
	"5L" assisted 5 Laser LSR Fortessa	Hourly	\$134.00	\$192.96	\$351.55	

Home Cores Services Explore About Us Resources PI Admin User Logout (Waring) Account

Ragon Institute
Immunology Core-
Flow Cytometry

About
Services
Equipment
Schedule

Contact
information

Michael Waring
(978) 793-1526

Information

Equipment * "3L" 3 Laser LSRII **Service ***

Status * Pending

Comments

Create this Training Request Cancel

“Equipment” will autopopulate. You should not have to select “service” as you are getting access to all the services on that instrument.

In the comments FOR EVERY REQUEST, Please enter one of the two options:

--if you have already trained then indicate roughly the year it was completed, “Orientation 2021” or the date if you know it. You should already have an account on the instrument so we wont need to create one.

--if you are requesting training FOR THE FIRST TIME, please indicate “need training” so we don’t just check it as completed, and we will schedule a training with you.

Core user documentation and instrument info can be found at <https://ragoninstitute.org/research-service/flow-cytometry-core/> or <https://ragoninstitute.org/research-service/microscopy-core/>