Welcome to the OSU Veterinary Medical Center’s New CoreOne Trace First
Laboratory Information System Portal!

At this time, the portal is now active and recommended to submit requests for ALL digital cytology and autopsy requests.

To login to the CoreOne Trace First portal for the first time please follow the following steps:
1) Using Google Chrome or Firefox browsers please go to https://ohio.labs.tracefirst.com/.
   This should bring you to the CoreOne Trace First portal login page.

2) Enter your hospital/clinic email (this should be the same email that you received this welcome letter from).

3) Upon first login to the CoreOne Trace First portal, you will need to click on the “Forgot your password?” link and click on the blue box that says “Send me reset password instructions.”

4) After you have clicked on this link, you should receive an email from CoreOne Trace First which will walk you through how to reset your password.

5) Once your password has been reset, please log back into the CoreOne Trace First portal.

6) After successfully logging in, you will now be able to submit laboratory requests through the portal.

*If you have any questions or experience any issues with resetting your password and logging into the CoreOne laboratory portal for the first time, please contact Stephanie Yochem
   CVM-OSUVETReferralCoordinator@osu.edu

*For autopsy requests only: If you have any questions or are experiencing any issues accessing the portal, please call 614-292-3551.

Follow the red stars ★ in this tutorial on how to submit an autopsy request.
Enter your clinic email and password to login or click “Forgot your password?” if you forgot your password or are logging in for the first time.
If prompted to “select a role,” click on “OSUVDL Portal User”
Click on the ☮ in the “To Be Submitted” box to create a new accession
Use the drop down menu at “Receiving Lab” under “Submission Details” to select “OSU VMC Clinical laboratories (C)”
Click the **Owner Details** button to add the owner’s information.
Enter the owner’s information and then click on the “Add Single Animal” button in the bottom left corner.
• In the “Number/Name” box, put the pet’s name and owner last name. Please use a unique identifier (especially if a common pet name).
• Use the drop down menus by “Species/Breed” and “Sex Code” to enter required information.
• Click on the Clinical History button to enter the clinical history before pressing “Save.”
Enter the clinical history and include if there is any **risk of rabies, zoonotic diseases, or recent chemotherapy use**. Check the box besides “Legal” or “Insured” if applicable. When done, click the “Save” button in the bottom right corner of the current screen.
Scroll to the bottom of the screen and click the “Add Specimen” button in the bottom left corner.
Enter the required information (Specimen Type, Transport Medium, and Collection Date) then click on the “Request Tests” button.
Start typing the word “autopsy” in the box to reveal the autopsy options. “External” means the autopsy is coming from an outside clinic. Select the correct test (make note of the aftercare choices for companion animals) and then click “Save”
If you have any medical records/photos, you can add them by clicking “Upload Attachments” and then click the save button in the bottom right corner.
Review your submission details before clicking “Complete Submission” in the bottom or top right corner.
Read and agree (check mark “Agree”) to the User Agreement and then click “Submit”
• This is what you will see once the submission is successfully completed. Note that the status of the submission says “Dispatched.”
• You can click on the “Print PDF” button at the top of the screen (in the yellow ribbon) to see/print the request form.
Print out the request with the bar code to accompany the animal to the OSUVMC.

If you have any questions or are experiencing issues accessing the portal, please call (614)292-3551.