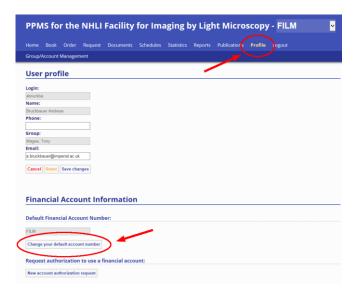
You need a financial account number to book the microscopes, this is usually a grant code or internal Imperial account and consists of the PI name who holds the grant, a **cost centre** (4 letter code for the department), an **activity code** (starting with a letter P, G, F, N followed by 5 numbers). **You need to ask your PI which account to use and get their authorisation as your microscope usage will be charged to this account.** 

 Select 'profile' tab and 'Change your default account number'



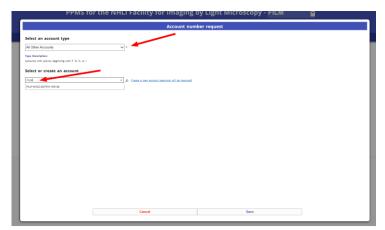
Click into 'Please enter account number' field



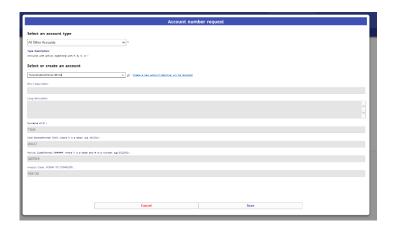
 Choose account type 'Grants P Accounts' or 'All other accounts'

Start typing in 'Select or create an account' field, e.g. your supervisors name or activity code PXXXXX

Select the account which your PI authorised you to use



4) save



5) Click OK



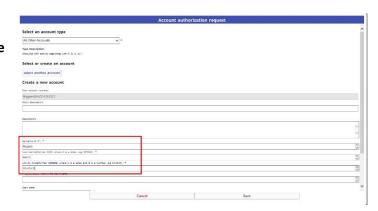
6) Submit account number modification request



If the account is not already listed in PPMS, you need to select 'create a new account'



You need to fill out the fields for PI name, cost centre and activity code and save your request.



The financial account request will go to approval, once it is approved, you will be able to book equipment.

If you need more than one account, you can select 'New account authorization request' in your profile and add an additional account which can be selected when booking a microscope.

It is important that you have at least one default account, as this will be used when you exceed the booked time.