

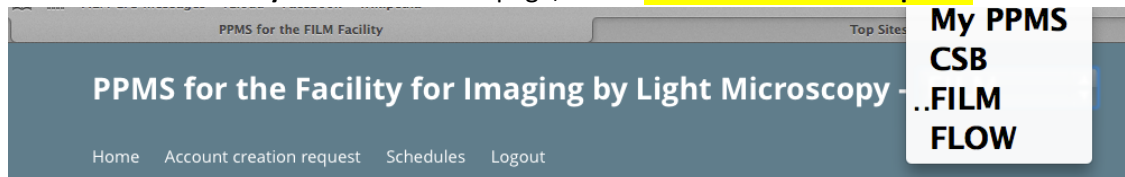
PPMS Account & project creation – (all facilities)

1. PPMS account creation (all facilities)

Note: Skip this step if you have already created a PPMS account with another facility (FILM, FLOW, CSB)

Go directly to 2. Project creation request (below)

- Go to <https://ppms.eu/imperial>
- **Select the FILM facility:** on the welcome page, select “account creation request”



PPMS account creation form

PPMS accounts on this system are used by the following facilities: Facility for Imaging by Light Microscopy (FILM), Centre for Structural Biology (CSB), Flow Cytometry (FLOW).

Important:

If you have a PPMS account that does not work anymore or may have been deactivated, please do NOT fill out this form, please contact an administrator for a FILM facility, email: film-service@imperial.ac.uk, phone: ++44(0)20-759-49793. If you do not remember your password, you can follow these instructions.

Please choose one of the following options:

- ☐ Your institution is Imperial College London
- ☐ Your institution is NOT Imperial College London

- Select your institution: **Imperial College London**
- Fill in the forms: use your *imperial login data* (IC username and password)
- Some groups are entered already, if not in pull down list, **create your group:**

group name = PI last name

group unique login = PI email ID (before @)

You can leave the group default account empty if you don't know the charging account (see “project creation request below”)

Select the **department from dropdown**
Select institution: **Imperial College London**

* mandatory parameters

Group PI or director full name: (Lastname, Firstname) *

Group name: *

Group PI or director email: *

Group unique login or id: *

Group default account#: (please use the PI-NAME_COST-CENTRE_ACTIVITY-CODE pattern)

Group administrative contact name:

Group administrative contact email: *

Group administrative contact phone:

Group administrative contact fax:

Department: *

Institution: *

Invoicing address:

Affiliation: *

Account creation request

Your account creation request status

Your account creation request (ref. #3) has been successfully recorded and will need to be validated by an administrator.

While your request is awaiting validation

To request a training please fill out the form at the following URL:
<https://ppms.eu/imperial/req/?pf=2>

To request the creation of a new project please fill out the form at the following URL:
<https://ppms.eu/imperial/req/?pf=2&project=true>

After the account creation request has been submitted, please **Request the creation of a new project**

You will be presented with the updated Rules & Guidelines of the facility – please read them carefully. This is required before being able to book any instrument.

2. Project creation request

This is mandatory and a project will be required before any booking can be made or training requested.
It can be done on your PPMS homepage (or after account creation – see above)

A project corresponds to the grant that will be charged for the facility usage – please consult your PI or financial administrator to get the appropriate information.

- “request a new project”:
- select “**Account for recharging (Default)**”.

Note: this account can then also be used for other facilities on PPMS (e.g FLOW, CSB)

The screenshot shows the PPMS interface with two main sections: 'Book a system:' and 'Order a service or a consumable:'. Under 'Book a system:', there is a dropdown menu for 'Systems available:' and a 'book' button. Under 'Order a service or a consumable:', there is a dropdown menu for 'Services/consumables available:' and an 'order' button. Below these sections, there is a link 'Make a new request:' followed by two options: 'request a training' and 'request/start a new project'. The 'request/start a new project' link is circled in red.

Project Creation Requests

Please select one of the following forms:

- Type or paste request (no form)
- Account for recharging (Default)

- Fill out the form with the relevant information:
 - “Project Title”
 - “project abstract”: short description (optional)
 - “Project Holder”: this is the name of the grant holder e.g name of your PI
 - “project holder email address”: email address of the grant holder
 - “Cost Centre”: has to follow the format specified, e.g WHCM
 - “Activity Code”: has to follow the format specified, e.g. P12345 or G12345

For new users: once the project has been approved for recharging, you will be able to **request a training.**

For existing users: once the project has been approved, user rights on the different instruments will be set so you can book them. You can also request additional training using the link on your PPMS homepage.