

UCLA

Sequencing Core

How to Register for a PPMS Account

Overview

PPMS is a web-based scheduling software designed for core resources to manage their instruments and services. In the case of UCLA's sequencing cores, PPMS allows users the ability to create an account and submit requests for whichever type of sequencing service they are needing. The below guide provides a step-by-step process of how a user can create an account and get started using PPMS.

Process

1. Navigate to the PPMS homepage for the UCLA combine sequencing cores by following the below link:

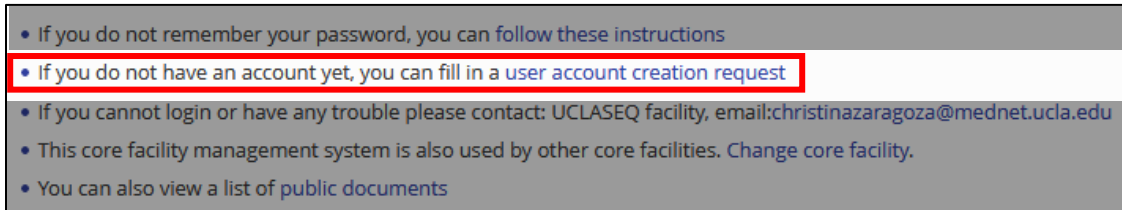
<https://ppms.us/uclappms/login/?pf=2>

2. You will be taken to the PPMS landing page, which looks like the below.

The screenshot shows the login page for the UCLA Sequencing Core. The page has a blue header with the UCLA logo and 'Sequencing Core' on the left, and 'PPMS for the UCLA Sequencing Core - UCLASEQ' on the right. Below the header is a navigation bar with 'Home', 'Account creation request', and 'Logout'. The main content area is titled 'Login' and contains a form with two input fields: 'Enter your username:' and 'Enter your password:'. The username field is followed by a dropdown menu labeled 'To find your username:' with the option 'list of PPMS accounts'. Below the password field is a 'Login' button. At the bottom of the page, there are four bullet points providing additional information: 'If you do not remember your password, you can follow these instructions', 'If you do not have an account yet, you can fill in a user account creation request', 'If you cannot login or have any trouble please contact: UCLASEQ facility', and 'You can also view a list of public documents'.

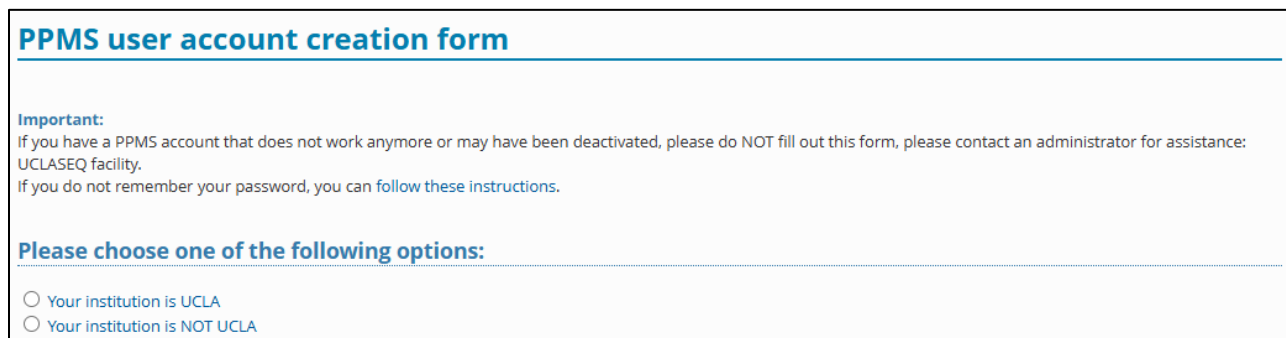
Were you to have an existing account, this page would allow you to log in by entering your username and password. However, as a new user, you will instead need to create a new account before logging in.

3. At the bottom of the landing screen, you will see five bulleted points of information. To begin creating a new account, click on the hyperlinked text “user account creation request” (below).



- If you do not remember your password, you can [follow these instructions](#)
- If you do not have an account yet, you can fill in a [user account creation request](#)
- If you cannot login or have any trouble please contact: UCLASEQ facility, email:christinazaragoza@mednet.ucla.edu
- This core facility management system is also used by other core facilities. [Change core facility.](#)
- You can also view a list of [public documents](#)

4. The user account creation request form will first look like the below.



PPMS user account creation form

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 assistance: UCLASEQ facility.
If you do not remember your password, you can [follow these instructions](#).

Please choose one of the following options:

Your institution is UCLA
 Your institution is NOT UCLA

Every user will first need to specify whether they are a member of UCLA or an external institution or company. This choice will affect which information fields the user will subsequently need to complete.

Note: UCLA users will be asked to provide an optional FAU for billing purposes that can be tied to their account.

5. Once the institution type is selected, a new section of the form will open that contains various fields where users can enter their information (next page). The information fields are as follows:

First and last name: The name of the user. This can be changed later on if needed

Phone: The phone number of the user. Can contain only numbers or include dashes.

E-mail: The e-mail address that the user can be contacted at. The e-mail provided here will receive any and all notifications that the system generates.

Additionally, the domain located after the “@” symbol defaults to “mednet.ucla.edu” for ULCA users. Should another domain be required, the domain field can be cleared by the user. External users will only see a single field for their e-mail address.

Financial Account number (optional): Should a UCLA user wish to associate an FAU with their account (and therefore allow the entered FAU to be their default FAU for billing purposes without the need to have it reentered), they can enter the FAU here.

External users will not see this option.

Password you want to use: The password desired by the user. It must comply with the requirements listed below the fields.

Group: Features a drop-down selection box from which the user should choose the lab or organization they are a member of. If their group is not present, they will need to select the option “My group is NOT in the list.”

Should the user need to create a new group, clicking on the “My group is NOT in the list” will open a new section with additional fields (below).

Please enter your details below (* : required fields)

First name: *

Last name: *

Phone: *

Email: @mednet.ucla.edu *

If your email exists in both a short and a long form, please use the short form (Use username@domain instead of firstname.lastname@domain)

Financial Account number: (optional)

Password you want to use: *

Retype password: *

- Do not use a dictionary based word, or a name
- Do not use series like 1234 or qwerty or abcd
- Try to use combinations of lowercase (a-z), uppercase letters (A-Z), numbers (0-9) and non-alphanumeric characters
- The non alphanumeric characters allowed are: ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~ and the space character

Group

Select a group * [filter](#)

[My group is NOT in the list](#)

Group name *

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

Group director or PI email: @mednet.ucla.edu *

Group administrative/financial contact name:

Group administrative/financial contact email: @mednet.ucla.edu

Group administrative/financial contact phone:

Group default financial account number:

Affiliation:

Department: *

Group management:
 I request management rights for this group

Group name: the name of the group. The correct nomenclature for lab names should be the first name followed by a space and then last name of the PI plus the word ‘Lab’ (e.g. Jane Bruin Lab).

Group director or PI name: (Lastname, Firstname): The name of the PI or group head, arranged with the last name first followed by a comma and then the first name (e.g. Bruin, Jane).

Group director or PI e-mail: The e-mail address of the group head. For external users, this option will be a single entry field.

Group administrative/financial contact name (optional): Should the group have a fund manager or other administrative or financial team member who should be contacted regarding billing-related questions, their name

and information should go in the subsequent fields.

Group administrative/financial contact e-mail (optional): E-mail for the additional lab contact.

Group administrative/financial contact name (optional): Phone number for the additional lab contact.

Group default financial account number (optional, UCLA users only): The FAU entered into this field will serve as the default FAU for lab members who request services if another FAU is not entered.

Affiliation (optional): The affiliation of the group.

Department: The department that the group belongs to.

Institution (external users only): The institution or business entity the external group belongs to.

Invoicing address: The address that the group should be invoiced at.

Group management (optional): If the user creating the group requires management rights of said group, they should check the box below this option.

6. Once the user has filled out all required fields and is ready to proceed, they should hit the 'Submit Form' button.
7. The administrators will be notified that an account creation request has been submitted. Once the request has been approved or denied, the user will receive an e-mail notification of the status change to their request.
8. Assuming the account creation request was approved, the user is now free to log into PPMS and submit requests for sequencing services.