

# PPMS for the UCLA BSCRC Flow Cytometry Core -BSCRCFACS

Home Account creation request Logout

## Login

Enter your username:	To find your username:
	list of PPMS accounts
Enter your password:	

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LUU	
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- If you do not remember your password, you can follow these instructions
- If you do not have an account yet, you can fill in an account creation request
- If you cannot login or have any trouble please contact: BSCRCFACS facility, email:BSCRCFlowCore@mednet.ucla.edu
- This core facility management system is also used by the following facility: UCLA BSCRC Microscopy Core (MICROS)

# Click on the blue link that says "account creation request"



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## **PPMS account creation form**

PPMS accounts on this system are used by the following facilities: UCLA BSCRC Flow Cytometry Core (BSCRCFACS), UCLA BSCRC Microscopy Core (MICROS).

### 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: BSCRCFACS facility, email:BSCRCFlowCore@mednet.ucla.edu. If you do not remember your password, you can follow these instructions.

## Please choose one of the following options:

O Your institution is University of California Los Angeles

O Your institution is NOT University of California Los Angeles

If you do not already have a PPMS account, click on the option that says "Your institution is University of California Los Angeles"



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## PPMS account creation form

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### Please choose one of the following options:

Your institution is University of California Los Angeles
 Your institution is NOT University of California Los Angeles

## Please enter your details below (\*: required fields)

Cine		-	~ *
FILES	5t n	am	e:

	*
Last name:	
	*
Phone:	
	*

Email:

Fill out the form. Account number should be your PI's approved FAU. If you have a mednet account or would like to use your g.ucla.edu account, you can manually change this. **ONLY** use UCLA affiliated Email addresses.

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

@ucla.edu

#### Account number:

(optional) UCLA FAU

### Password you want to use:

Use username@ucla	a.edu instead of	firstname.lastr	name@ucla.edu)
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### Account number:

Password you want to use:	
	*
Retype password:	
	*
• Do not use a dictionary based word, or a name	
<ul> <li>Do not use series like 1234 or qwerty or abcd</li> </ul>	
<ul> <li>Try to use combinations of lowercase (a-z), upper and non-alphanumeric characters</li> </ul>	case letters (A-Z), numbers (0-9)
<ul> <li>The non alphanumeric characters allowed are:</li> <li>!"#\$%&amp;'()*+,/;;&lt;=&gt;?@[\]^_``{ }-ar</li> </ul>	nd the space character
Group	
	*
Select a group	^ *
My group is NOT in the list	

Group is your PI. Use the drop down to find your PI's name. If your PI is not listed please click on the link below the drop down list that says "My group is NOT in the list". If your PI is listed, click the Submit form button.

Group

Select a group	~
My group is NOT in the list	
Group name	
	*
Group director or PI name: (Lastname, First	stname)
	*
Group director or PI email:	
@ucla.edu	*
Group administrative contact name:	
Group administrative contact email:	
@ucla.edu	
Group administrative contact phone:	
Group administrative contact fax:	
Group default account number:	
UCLA FAU	
Department:	×
	* Select a Department here ~
Submit form	
Subline form	

If your PI is not on the list, fill out the required Group information and click Submit form to complete the account creation request.



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## **Account creation request**

### Your account creation request status

Your account creation request (ref. #84) has been successfully recorded and will need to be validated by an administrator.

While your request is awaiting validation

To request training please fill out the form at the following URL: https://ppms.us/ucla/req/?pf=3

Back to homepage



You will see this screen once you have successfully submitted an account creation request. A BSCRC Flow Cytometry core administrator will approve your request and add your user rights to the systems you have been previously approved to use prior to the calendaring system going live.