Quick Start Guide to PPMS for the UT Southwestern QLMC

The QLMC uses PPMS core facility management software for all booking, training, and billing purposes.

**New users** must register for an account with the QLMC on PPMS:

- Internal users will need to supply a valid UT Southwestern Chart of Accounts (COA) and the contact information for their administrative assistance. Alternatively, a new user can add himself/herself to an already existing lab as a new group member.
- External users must provide a complete billing address, including email contact information.

Click the links on the decision tree below for instructions:

Jump to [Schedule a microscope session](#)
Click the link below to go to the start page:

https://ppms.us/utsw/login/?pf=2

**UTSW Users** - Users with a UTSW email address, click the top button to go to the [Shibboleth logon page](#).

**Other Users** – Users without a UTSW user id and password, click the bottom button to go to the [external login page](#).
UTSW Users

- Logon with your UT Southwestern username and password.
- If you already have an account in PPMS, you will be taken to your ppms home page.
- If you don’t have a PPMS account, you’ll be taken to the account creation page.
Account Creation Page

- Please fill in the required information.
- User’s Group = Laboratory
- If your lab is not in the group dropdown menu, click My group is NOT in the list and follow the instructions to create a new group (see below)
• Please use your PI’s last name and the word “Lab” as the **group name** (e.g. Schmid Lab)
• Please use your PI’s first.last name as the **group unique id** (e.g. john.schmid)
• If your Department is not in the dropdown list, type it in.
• Choose UT Southwestern Medical School as your institution
• Choose either UT System, CCenter or OBI as the affiliation for your group:
  o “CCenter” is for users whose PI is a member of the Simmons Cancer Center.
  o “OBI” is for users whose PI is a member of the O’Donnell Brain Institute.
  o If you don’t know, choose “UT System”.
• Click Save to complete the account creation request. After we approve your account, you can login to PPMS using your UTSW credentials.
Other Users

- If you already have an account, logon with your username and password to go to your ppms home page.

- If you do not have an account, click the “account creation request” link (orange arrow in screenshot above) to go to the account creation form.
• Select “Your institution is NOT UT Southwestern Medical School” (or its affiliates).
• Fill out the required information (Group = laboratory). If your lab is not in the group dropdown menu, click “My group is NOT in the list” and follow the instructions to create a group.
• Please use your PI’s last name in the list and the word Lab as the group name (e.g. Schmid Lab)
• If your Department or Institution is not in the dropdown list, type it in.
• Click Submit form to complete the account creation request. After we approve your account, you can login to your ppms home page using your username and password.
PPMS home page
Once you are logged in, you will see a scene similar to this screen shot:

To Book Time on a System (https://ppms.us/utsw/listsys/?pf=2):

1) On your PPMS home page, select a system from the “Book a system” pulldown menu or click the “Book” tab.
2) You will be taken to the sign-up page for the current week for that system.
3) Click and drag to select a time slot.
4) At the bottom, click Book the “Selected Sessions to book your time”.

To request submit a training request (https://ppms.us/utsw/req/?all=true&pf=2):

1) On your Home Page, click the “Request” tab and complete either the general Training request or a request to image live (i.e. non-fixed) BSL2 pathogens.
2) Complete the form, then click “Submit Request” at the bottom. We will contact you by email and proceed from there.