

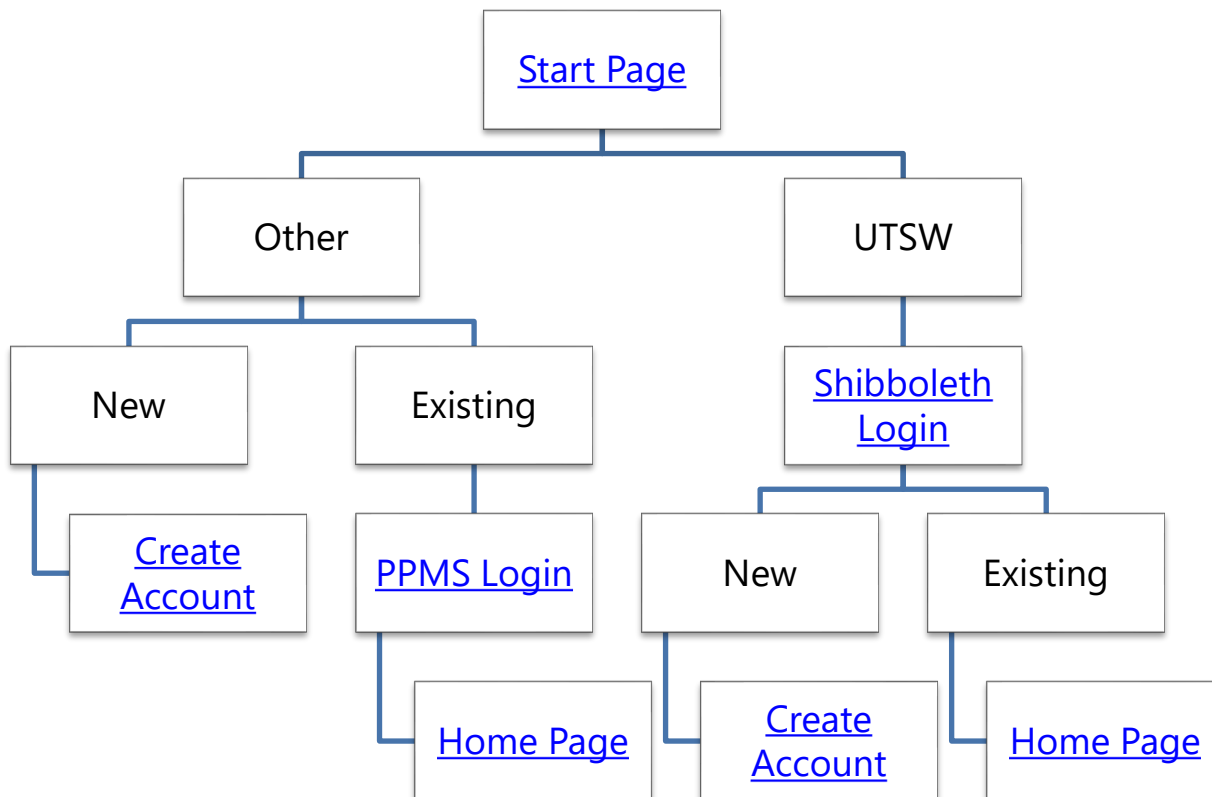
Quick Start Guide to PPMS for the UT Southwestern QLMC

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 him-/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>

The screenshot shows the login page for the PPMS system. At the top left is the 'UTSouthwestern Medical Center' logo. At the top right, it says 'PPMS for the UTSW Quantitative Light Microscopy Core - QLMC' with a dropdown arrow. Below this is a dark blue navigation bar with links for 'Home', 'Account creation request', 'Schedules', and 'Logout'. The main heading is 'Login'. There are two buttons: 'Login With Your UT Southwestern Credentials (For UT Southwestern Users)' and 'Login With Your PPMS Credentials (For External Users)'. Below the buttons is a list of 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: QLMC facility, email:qlmc@utsouthwestern.edu
- This core facility management system is also used by the following facility: UT Southwestern Electron Microscopy Core Facility (EMCF)
- You can also view a list of public documents

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

UT Southwestern
Medical Center

UT Southwestern Medical Center Login Page


The web site described to the right has asked you to log in and you have chosen UT Southwestern Medical Center as your home institution.

Username

Password

ppms.us

You have asked to login to ppms.us

 Shibboleth.

- 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

Creation of new user

* mandatory parameters

Last name: *

First name: *

Full name:

Email: @ utsouthwestern.edu *

Login: *

Phone:

ORCID:

PubMedQuery: Specify pubmed query used to identify and search for the user in Pubmed

Financial Account number:
 Use the group's default financial account number (if it exists)
 Use a financial account number specific to that user

Use 2-Step authentication for login:
 2-Step authentication for login
 Regular login

You must create the user first and then you will be able to change his password in accordance with your unique authentication settings.

User's group:
 *

Affiliation:

Must change account number:

Skip ORCID integration on login:

Active:

- 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)

Creation of new group

* mandatory parameters

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

The Group PI or director full name is mandatory and cannot exceed 60 characters.

Group name:

The Group name is mandatory and cannot exceed 60 characters.

Group PI or director email:

The Group PI or director email is mandatory, has to match a valid email format and cannot exceed 60 characters.

Group unique id:

The Group unique id is mandatory and cannot exceed 60 characters. It also cannot have special characters.

Group PI or director ORCID:

Group default financial account#:

Do not use any financial account for the group
(WARNING: users from this group will be prevented from booking unless they have a financial account attached to their profile, or to the profile of their project, or are allowed to use a specific financial account)

Specify the financial account to use for this group as a default financial account
(This financial account will only be used, if the user's profile and the project's profile - if a project is selected - do not have a financial account, and if no other financial account is selected)

Group administrative contact name:

Group administrative contact email:

Group administrative contact phone:

Group administrative contact fax:

Department:

 Choose a department

The department is mandatory and cannot exceed 100 characters.

Institution:

 Choose an institution

The institution is mandatory and cannot exceed 100 characters.

Invoicing address:

Affiliation

 no affiliation

External Group:

Active:

Some mandatory fields are missing or are not valid.

- 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:
 - "CCenter" is for users whose PI is a member of the Simmons Cancer Center.
 - "OBI" is for users whose PI is a member of the O'Donnell Brain Institute.
 - 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](#).

Login

Enter your username: To find your username:

Enter your password:

- 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: QLMC facility, email:qlmc@utsouthwestern.edu
- This core facility management system is also used by the following facility: UT Southwestern Electron Microscopy Core Facility (EMCF)
- You can also view a list of public documents

- If you do not have an account, click the "account creation request" link (orange arrow in screen shot above) to go to the account creation form.

Please choose one of the following options:

Your institution is UT Southwestern Medical School
 Your institution is NOT UT Southwestern Medical School

Please enter your details below (*: required fields)

First name: *

Last name: *

Phone: *

Email: *

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

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
 * filter
My group is NOT in the list

Group
 filter
My group is NOT in the list

Group name
 *

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

Group director or PI email:
 *

Group administrative/financial contact name:

Group administrative/financial contact email:

Group administrative/financial contact phone:

Affiliation:
 *

Department:
 Select a Department here *

Institution:
 Select an Institution here *

Invoicing address:

Group management:
 I request management rights for this group

- 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 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 screen similar to this screen shot:

UT Southwestern
Medical Center

PPMS for the UTSW Quantitative Light Microscopy Core -
QLMC

Home Book Order Request Documents Schedules Reports Publications Profile Logout

UPDATED!! Multiscale Microscopy for Biomedical Research 2022 - begins January 10 [see details](#)

LCIF is now the "Quantitative Light Microscopy Core". New name, same mission! [see details](#)

Home Current user: Mettlen Marcel (regular user view) [restore administrator view](#)

Book a system:

Systems available:

Make a new request: [request a training](#)

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>):

Home Book Order **Request** Documents Schedules Reports Publications Profile Logout

Training Requests

Please select one of the following forms:

- Training request
- Training request to image LIVE BSL2 pathogens

- 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.