Creating a Stratocore PPMS Account

Stratocore PPMS is the online ordering, reservation and financial administration software for Faculty of Medicine & Dentistry (FoMD) Core Research Facilities: Advanced Cell Exploration Core, Autoclave Repair Core, Cell Imaging Core (Katz), Cell Imaging Facility (Cross Cancer Institute), Flow Cytometry Facility, Lipidomics Core, Transgenic Core and Workshop.

These instructions highlight the steps for internal and external users to set up a Stratocore PPMS account. **Users must have an account prior to being able to use the FoMD Core Research Facilities.**

If you require assistance, please contact Colleen Sunderland (Manager, Core Research Facilities) at colleen.sunderland@ualberta.ca or 780-492-0715.

Instructions for Internal (UofA) Users

**Step 1: Request the creation of a MedID**
1. Login to the UofA Service Portal and click on the IST Service Catalogue.
2. Complete the Active Directory Accounts (Create, Modify, Remove) “Create Account” form. Ensure that you attach a note requesting a MedID with access to the PPMS Stratocore directory and access to the Cell Imaging and/or Flow Cytometry network drives, if applicable.

**Already have a MedID?** Please submit an IT General Inquiry requesting access to the PPMS Stratocore directory and the Cell Imaging or Flow Cytometry network drives, if applicable.

Learn more about how to use the service portal. Questions about MedID creation, logging in or password resets should be directed to IST (780-492-8000).

**Step 2: Create a PPMS Account**
Following MedID account set-up and activation, go to [https://ppms.us/ualberta/start/](https://ppms.us/ualberta/start/). A link to this page is also available from the FoMD Core Services and Equipment Resources website. Click on the core facility you would like to access. This will bring up the following screen:

- 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: LC facility, email:amoses@ualberta.ca, phone:780-492-0000.
- This core facility management system is also used by other core facilities. Change core facility.
**Step 3:**
Click on "user account creation request." This will bring up the following screen:

![PPMS for the Lipomics Core - LC](image)

**Step 4:**
Click "Your institution is University of Alberta". That will bring you here:
Step 5:
Log in with your MedID credentials. This will bring up the user account creation form:

**PPMS user account creation form**

PPMS accounts on this system are used by the following facilities: Flow Cytometry Facility (FLC), Cell Imaging Centre (CIC), Transgenic Core Facility (TGF), Autoclave Repair Core (ARC), High Content Analysis Core (HCAC), Lipidomics Core (LC), The Applied Genomics Core (AGC), Workshop 4 (W4P).

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: LCFacility, email: name@ualberta.ca, phone: 780-492-6000.

Please choose one of the following options:
- [ ] Your institution is University of Alberta
- [ ] Your institution is NOT University of Alberta

Please enter your details below (* = required fields)

**Credentials for University of Alberta:**

- **username:**
- **First name:**
- **Last name:**
- **Phone:**
- **Email:**
- **Financial Account number:**

**Group**

- [ ] Select a group
- [ ] My group is NOT in the list

Submit form

Complete the form. The group will be the name of the Principal Investigator associated with the lab, and the Financial Account number is the speedcode.

Step 6:
Click “Submit form.” You will see the following screen. A core facilities staff member will then approve your account creation request.

Once your account has been approved, you can then log in and create an order or book equipment.
Instructions for External Users

In addition to the instructions below, external groups must read and follow the policy: Guidelines for FoMD Core Research Facilities Users External to the University of Alberta.

Step 1:
Go to https://ppms.us/ualberta/start/. A link to this page is also available from the FoMD Core Services and Equipment Resources website. Click on the core facility you would like to access. This will bring up the following screen:

- 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: LC facility, email: amossei@ualberta.ca, phone: 780-492-0000
- This core facility management system is also used by other core facilities. Change core facility.

Step 2:
Click on "user account creation request." This will bring up the following screen:
Step 3:
Click "Your institution is NOT University of Alberta". That will show a drop-down menu where you can create an account. If your group is not on the list you will be prompted to enter additional details such as financial contact.

Please choose one of the following options:

- Your institution is University of Alberta
- Your Institution is NOT University of Alberta

Please enter your details below ( * required fields)

First name:  
Last name:  
Phone:  
Email:  

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

Password you want to use:

Retype password:

- Do not use a dictionary-based word, or a name
- Do not use sets like 1234 or gov or esol
- 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: / * # & $ @ ( ) / 

Group:  
Select a group:  
My group is NOT in the list

Once your account has been approved, you can then log in and create an order, request a service or request equipment training. External users will be required to complete a waiver prior to accessing the cores in person. Invoices will be emailed monthly to user and accounting contacts. If you require further information about invoicing processes, please contact Colleen Sunderland, 780-492-0715. Please refer to our website for contacts within each of the core facilities.