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:

Contact IST by submitting a ticket through the UofA Service Portal to request a MedID and access to the Stratocore PPMS Directory. Learn more about how to use the service portal. Please note that IST's phone number changed in Fall 2023 to 780-492-8000. If you will be using the Cell Imaging Core and/or the Flow Cytometry Facility, please also request access to the Cell Imaging and/or Flow Cytometry network drives.

Step 2:

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:

Step 3:
Click on "user account creation request." This will bring up the following screen:

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 (FLOW), Cell Imaging Centre (CIC), Transgenic Core Facility (TCF), Autoclave Repair Core (ARC), High Content Analysis Core (HCAC), Lipidomics Core (LC), The Applied Genomics Core (TAGC), Workshop (WORK).

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: LC facility, email:amoses@ualberta.ca, phone:780-492-0000.

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   (logout)

First name:
[   ] *

Last name:
[   ] *

Phone:
[   ] *

Email:
[   ]@[ualberta.ca   ] *

Financial Account number:
[   ] *

Group
[Select a group   ▾] * filter
My group is NOT in the list

[Submit form]

STRATOCORE PPMS release 13539

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.

UNIVERSITY OF ALBERTA

PPMS for the Lipidomics Core - LC [▾]

Home   Account creation request   Schedules   Statistics   Logout

Account creation request

Your account creation request status

Your account creation request (ref. #1261) has been successfully recorded and will need to be validated by an administrator.

Back to homepage

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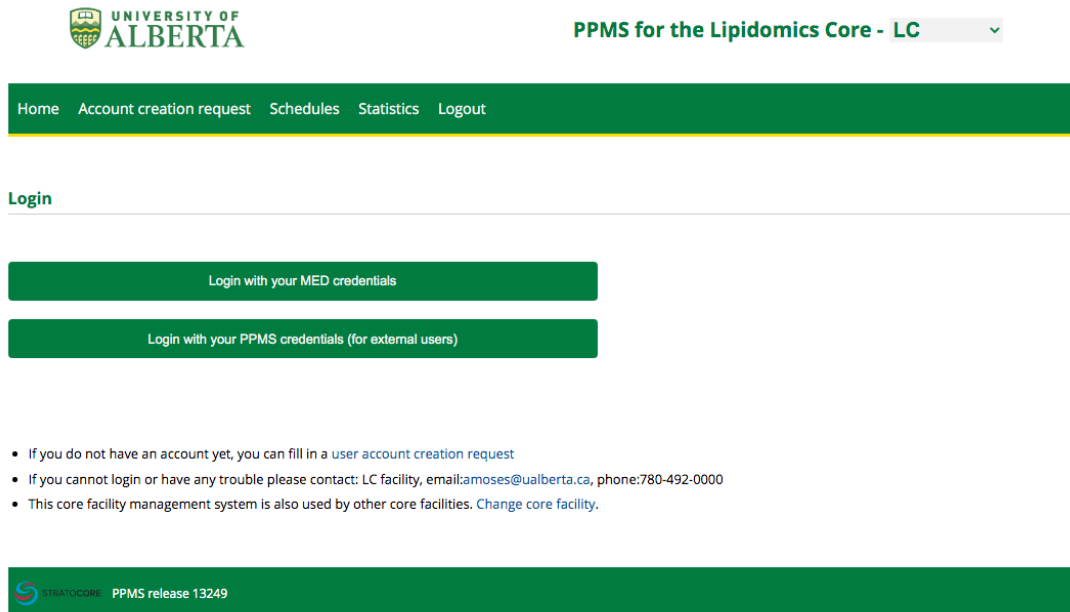
Once your account has been approved, you can then log in and create an order or book equipment.

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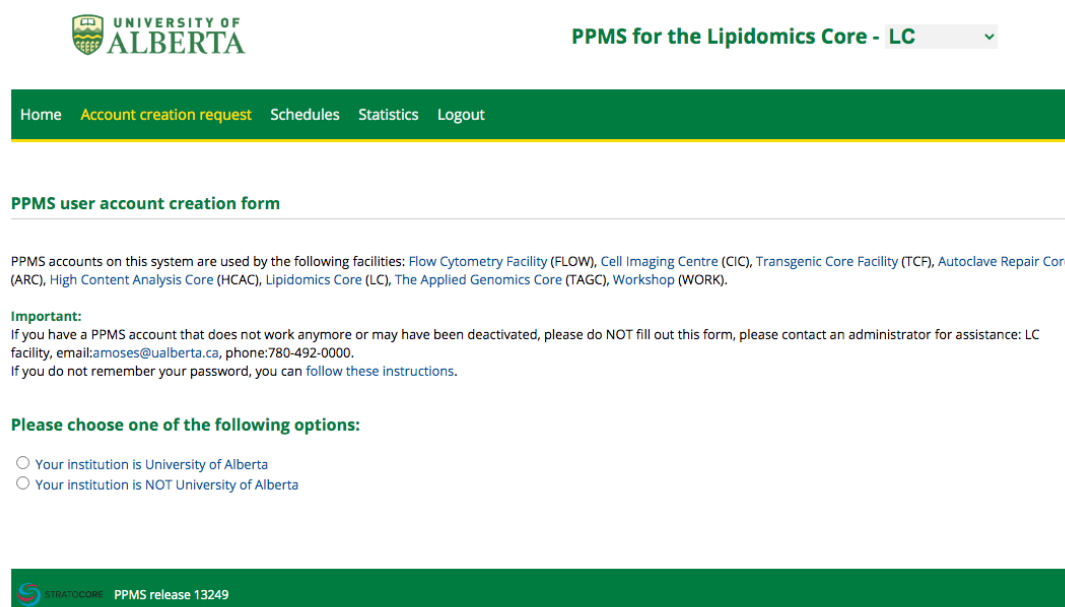
Step 1:
Go to https://ppms.us/ualberta/start/. A link to this page is also available from the [FoMD Core Services and Equipment Resources](#) website. Click on the core facility you would like to access. This will bring up the following screen:

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 you 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 exists in both a short and a long form, please use the short form
(Use 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 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

[Submit form]

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