

## PPMS User Account Creation Page:

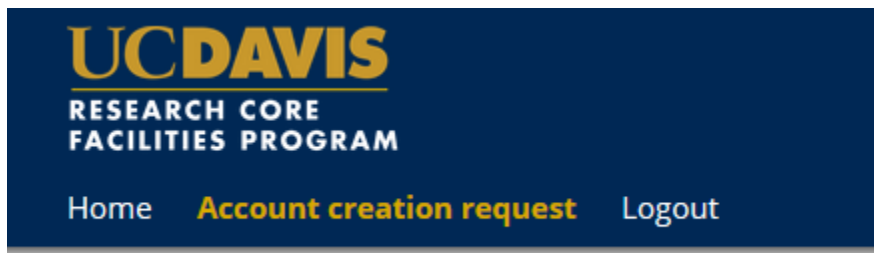
<https://ppms.us/ucdavis>

Select the Facility you wish to work with:

### Facilities available in UC Davis:

- [Bioinformatics Core Facility \(BIOINFO\)](#)
- [Center for Molecular and Genomic Imaging \(CMGI\) details](#)
- [DNA Technologies & Expression Analysis Cores \(DNATech\) details](#)
- [Interdisciplinary Center for Plasma Mass Spectrometry \(ICPMS\) details](#)
- [NMR Facility \(NMRF\) details](#)
- [West Coast Metabolomics Center \(METABOL\)](#)

Select “**Account creation request**” in the blue bar



At the bottom of the page, choose if your Institution is:

- UC Davis
- **NOT** UC Davis

### Please choose one of the following options:

- [Your institution is UC Davis](#)
- [Your institution is NOT UC Davis](#)

### **FOR NON-UC Davis EXTERNAL USERS:**

On the next page, enter:

First name

Last Name

Contact Phone

Contact Email

Financial Account Number

Click on this field and follow these steps:

Choose account type **Purchase Order**

If you have a PO number, enter it in the **New Account Number** field

Fill in dates (optional)

Save

\*If your facility DOES NOT require a PO number, leave this field blank.

Save

**No other information should be entered in these fields**

User Category – please select one from the drop down.

Password

Group

Select the Group based upon your Company name (NOT your name).

(If your PI is not listed, please follow the below instructions on how to create a group.)

Submit Form

## Create a Group

***\*Only create a new group after you have verified your company is NOT already listed.\****

Please enter:

Group Name

This is your Company's name

Group director or PI

This is your name

Group director or PI email

Group administrative contact name, email, and phone

This is the **Fiscal Officer/Accounts Payable Officer** for your company

Group default account number

If your company is choosing to provide a default purchase order for the entire group, please enter that here. Each order or each user can also have their own account number.

Click on this field and choose "purchase order" then follow the prompt.

Affiliation

Please let us know if you are "External Not for Profit" or "External for Profit" company

Department

Enter your appropriate department title – Drop down selection not required.

Institution

Select the appropriate company from the drop down.

If your company is not listed, please enter your company in the text box

Invoicing Address

Group Management (Optional)

Submit