

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](#)

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 EXTERNAL UC USERS:

On the next page, enter:

First name

Last Name

Contact Phone

Contact Email

Financial Account Number

*This field **IS NOT** actually optional. Failure to submit this information will have your account request returned to you.

Account number:
 (optional)

User Category:
 select one of the options below:

NOT an Optional Field

Choose account type based upon your UC Fund Location

Select an account type

Choose an account type *

- Choose an account type
- Purchase Order
- UC Berkeley
- UC Irvine
- UC Los Angeles**
- UC Merced
- UC Riverside
- UC San Diego
- UC San Francisco
- UC Santa Barbara
- UC Santa Cruz

Enter all required fields of the Chart String information necessary for the IOC pull between UC's.

Create a new pending account

New account number:

Location : *

Account : *

Cost Center :

Fund : *

Project :

Sub : *

Object : *

If you need assistance with your chart string, please see your Department Fund Manager, or the Financial Control office of your UC.

User Category – please select from the drop down

Password

Group

Groups are sorted by UC titles, then by PI Last 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 group is NOT already listed.

Please enter:

Group Name

This should be your PI's name listed as "last name, first name"

Group director or PI

Again this should be listed as "last name, first name"

Group director or PI email

Group administrative contact name, email, and phone

This is the **Fiscal Officer/Fund Manager for the PI**

Group default account number

(If your PI is choosing to provide a default fund account number for the entire group, please enter that here.)

Click on this field and choose account type based upon your UC Fund Location then follow the prompt.

Affiliation

Select from the drop down options

Department

Select the appropriate UC Department from the drop down

Institution

Select the appropriate UC from the drop down

Invoicing Address

Group Management (Optional)

Submit Form

Group name

 *

Group director or PI name: (Lastname, Firstname)

 *

Group director or PI email:

 *

Group administrative contact name:

Group administrative contact email:

Please put the contact information for the Fund Account Manager.

Group administrative contact phone:

Group administrative contact fax:

Group default account number:

NOT Optional

Affiliation:

 *

Department:

 *

Select a Department here

Institution:

 *

Select an Institution here

Invoicing address:

 *

Group management:

I request management rights for this group

Submit form