

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](#)

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

- UC Davis
- **NOT UC Davis**

[Home](#) [Account creation request](#) [Logout](#)

Login

[Login with your UC Davis credentials \(for UC Davis users\)](#)

[Login with your PPMS credentials \(for external users\)](#)

FOR UC Davis:

Select “**Login with your UC Davis credentials**” button.

(“**Account creation request**” in the blue bar will redirect you to the same page.)

On the next page, enter:

First name

Last Name

Contact Phone

Contact Email

Group

Select the Group based upon your department, and the Funding PI’s Last Name

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

Account Fund Number

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

*If your selected group DOES NOT have a default fund number approved for use by ALL users you MUST enter your own fund number into this field (as a USER.) Failure to submit this information will have your account request returned to you.

User Category – please select a title from the drop down list.

Submit Form

Please choose one of the following options:

Your institution is UC Davis
 Your institution is NOT UC Davis

Please enter your details below (* : required fields)

Credentials for UC Davis:
(logout)

First name:
 *

Last name:
 *

Phone:
 *

Email:
 *

Account number:
 (optional)

User Category:
select one of the options below: ▼

Group
Select a group ▼ * filter
My group is NOT in the list

Not an optional field.
*See notes

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

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:

 *

Group administrative contact phone:

Group administrative contact fax:

Group default account number:

Affiliation:

 ▼ *

Department:

 * ▼

Group management:

I request management rights for this group

Confirm once more that your Lab/Group is not already listed.

Submit form

Please put the contact information for the Fund Account Manager.