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**PPMS New User Request**

**Instructions for requesting PPMS Access**

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# **Overview**

The cores listed below use the new HMS enterprise PPMS system.

* Analytical Chemistry Core (ACC)
* Bio-Nuclear Magnetic Resonance (BioNMR)
* Center for Macromolecular Interactions (CMI)
* Harvard Center for Comparative Medicine (HCCM)
* Harvard Cryo-EM Center for Structural Biology (CryoEM)
* Molecular Electron Microscopy Suite (MEMS)
* Nascent Transcriptomics Core (NTC)

If the core you wish to access is not listed above, it is not currently using the new HMS enterprise PPMS system. Please contact the core directly to request access to the appropriate scheduling system. You can find the list of HMS research core facilities and their websites here: [https://corefacilities.hms.harvard.edu.](https://corefacilities.hms.harvard.edu./)

# **Pre-requisites for obtaining HMS PPMS Access**

## 1. Contact the Core

To gain access to the HMS PPMS system, you must gain approval for access from the core director or core staff. You can find the list of HMS research core facilities and their websites here: <https://corefacilities.hms.harvard.edu>. If you expect to use more than one core, you may contact all cores or the one you plan to use first.

2. Request Access in HMS PPMS

Once you have approval from the core staff, you may go to the HMS PPMS Start Page at <https://ppms.us/harvard-hms/start/> and click the relevant HMS core facility. You need to select the correct core, otherwise access will probably not be granted.

## Important Note

Please plan ahead! After you submit a request for access to the HMS PPMS system, it might take two to three business days to create a fully verified new user account. If you have an urgent need for core access, please email [ppmsadmin@hms.harvard.edu](mailto:ppmsadmin@hms.harvard.edu), and in the subject line, please write: ‘Urgent PPMS access requested.” You should have filled in a new user account creation form (see below) and submitted it before sending an urgent access request email.

# **HMS PPMS Start Page**

## Access the HMS PPMS Start Page

<https://ppms.us/harvard-hms/start/> and click on the link to the appropriate core facility.

Graphical user interface, text, application, email

Description automatically generated

## Confirm approval for access to a core

Once you have been approved for access by the core director or core staff and have navigated to the PPMS link for that core, click ‘Continue’ at the bottom of the PPMS page for that core.

Graphical user interface, text, application, email

Description automatically generated

## PPMS User Account Creation Form Instructions

You will now be at the PPMS user account creation form for the specific core facility that you have chosen. If, at this point, you want to change the core, you can do so by clicking on the name of the correct core at the top of the page.

Graphical user interface, text, application, email

Description automatically generated

### Please use the below chart to review the required steps

|  |  |
| --- | --- |
| **If you already have eCommons credentials** | **If you do not have an eCommons credential** |
|  |  |
| You will be directed to eCommons log in page  Graphical user interface, text, application, email  Description automatically generated |  |
| When you fill in the eCommons credentials and sign-in, you can now see the PPMS account creation form, pre-filled with your eCommons ID. | Fill in the PPMS account creation form that appears below. |
| * First Name, Last Name, Phone, and Email are required * HUID – if you have a HUID please enter the information here * Lab Group (PI) – required | |
|  |  |

### Selecting your group

You can select a lab/PI group by using the pick list.

A picture containing graphical user interface

Description automatically generated

Graphical user interface, text, application, Word

Description automatically generated

You can also find the group by typing the name in the “filter” box.

Graphical user interface, text, application, email

Description automatically generated

### My group is not on the list

If you cannot find your group, please click on the ‘My group is NOT in the list’ button.

Graphical user interface, text, application

Description automatically generated

### Complete the Group information

Please complete all of the group information. Group administrator information is mandatory. If you will be using a PO, please ensure that the default PO and Invoicing address is included.

A picture containing graphical user interface

Description automatically generated

### Group Management Request

If you are a grants manager or grants administrator, you may request management rights for this group.



### Submit form

Once you have completed the form, click the ‘submit form’ button and the form will be automatically routed to the HMS PPMS admin team for review and completion.

A picture containing graphical user interface

Description automatically generated

You will receive email notification when your PPMS access has been granted. Following that, the core director or core staff will contact you to provide more information about core-specific PPMS user rights and responsibilities.