



External User Profile Creation_by User

1. PPMS link: <https://ppms.us/yale>
2. Select the facility you wish to use to get started.

Facilities available in Yale School of Medicine:

- Flow Cytometry (FC) details
- Keck Mass Spectrometry and Proteomics (KMSP)
- Macromolecular X-Ray Crystallography (MXC) details

Facilities available in Yale Test:

- Chemical and Biophysical Instrumentation Center (CBIC) details
- Stratocore Test (Strat_test)
- Yale Service Core (YSC) details
- Yale University Cleanroom (YUC) details

3. Select “user account creation request”

Login

Login with your Yale credentials (for Yale users)

Login with your PPMS credentials (for external users)

- If you do not have an account yet, you can fill in a [user account creation request](#)
- If you cannot login or have any trouble please contact: FC facility, email:ann.haberman@yale.edu, phone:203.785.6556
- This core facility management system is also used by other core facilities. Change core facility.



4. Select “Your institution is not Yale University”

Please choose one of the following options:

- Your institution is Yale University
- Your institution is not Yale University

5. Fill in all required information. Leave “Financial Account number” blank.

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@yale.edu instead of firstname.lastname@yale.edu)

Financial Account number:

 (optional)

Password you want to use:

 *

Retype password:

 *

6. Select “My group is NOT in the list.”

Group

 * filter

[My group is NOT in the list](#)



7. Fill in all required information.
 - a. “Group name” will be the same as “Group director or PI name (Lastname, Firstname)”

Group name	<input type="text"/>	*
Group director or PI name: (Lastname, Firstname)	<input type="text"/>	*
Group director or PI email:	<input type="text"/>	*
Group administrative/financial contact name:	<input type="text"/>	*
Group administrative/financial contact email:	<input type="text"/>	*
Group administrative/financial contact phone:	<input type="text"/>	
Group default financial account number:	<input type="text"/>	
Institution:	<input type="text"/>	*
Invoicing address:	<input type="text"/>	*

8. Click “Submit form”