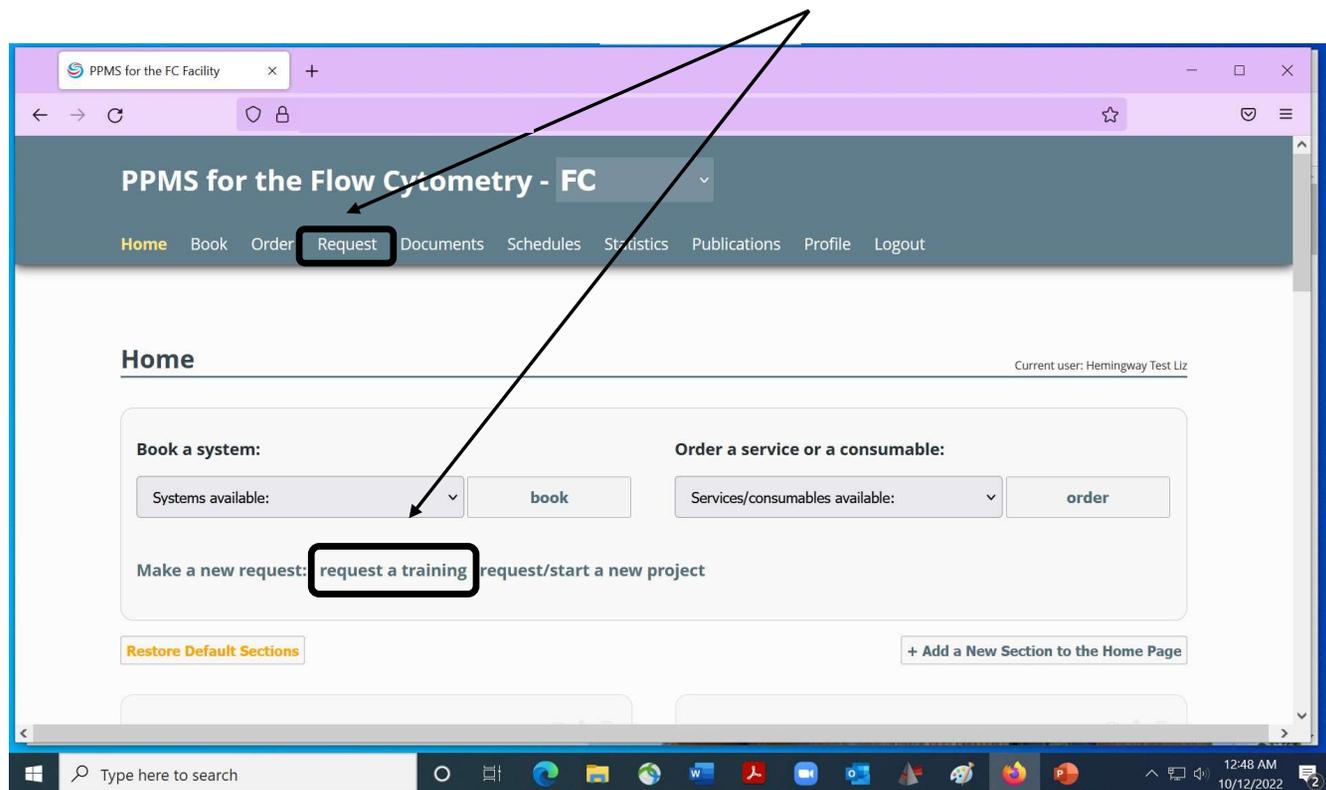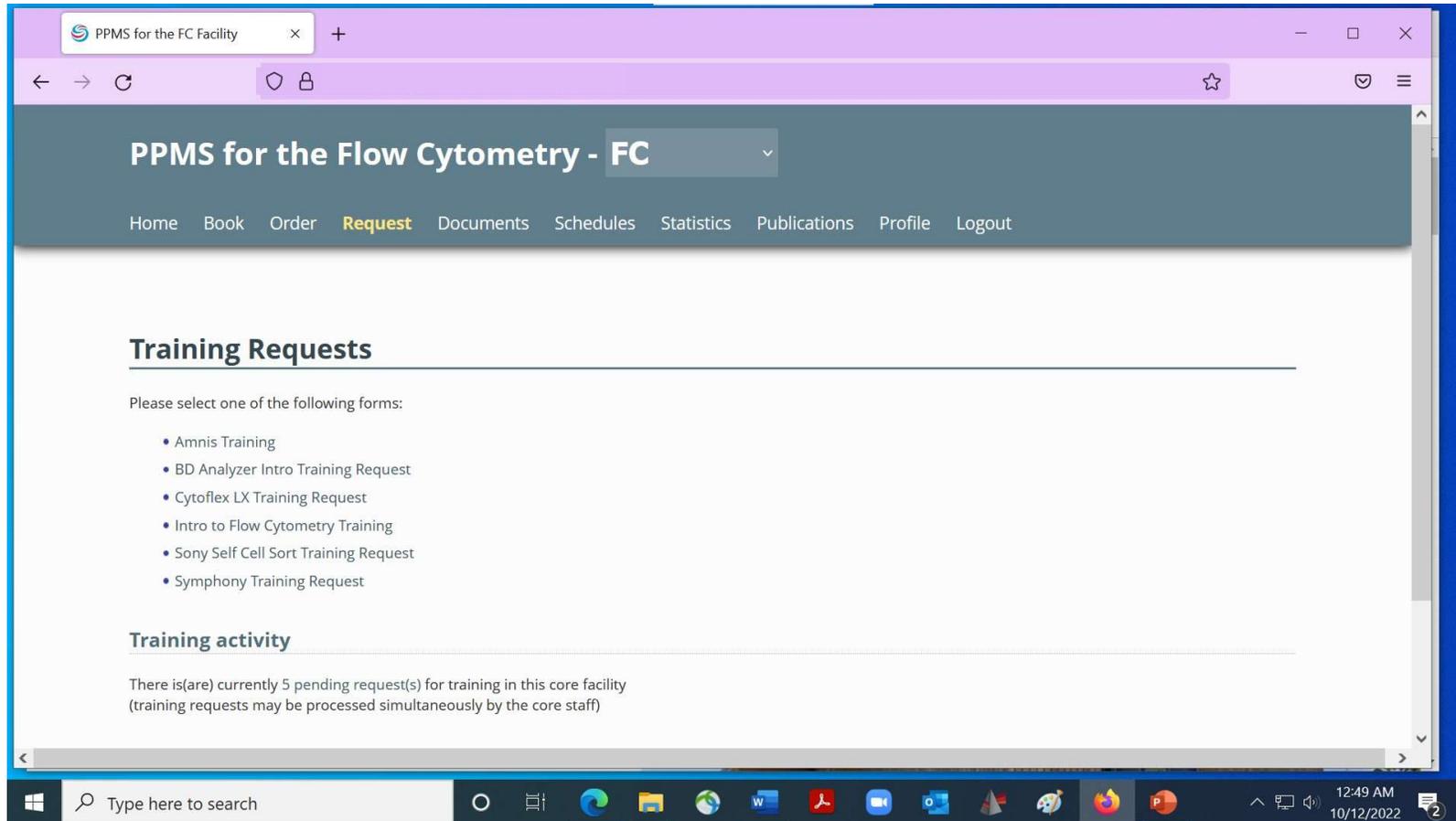# How to Request Training on Flow Cytometry Analyzers

Please see the PPMS Quick Start Guide for help in first setting up your account in PPMS, our scheduling/billing application. Intro to Flow Cytometry is free, but you'll need an authorized COA for instrument training.

You can initiate a training request in either place

Many training modules are listed: select the training you wish to take

Now answer the questions to guide you to the appropriate training for your background

Choose a CoA account to pay for your in-person training session

Questions with a * are required

Training content includes links to videos and files to download
Note that you should CTRL+Click or Copy/Paste links to have them open in a new tab of your browser, otherwise you'll lose your place within PPMS

Home   Book   Order   Request   Documents   Schedules   Statistics   Publications   Profile   Logout

Symphony Training

A. Please watch the following Symphony training video and take the associated quiz within TMS. You'll need to log in with your NetID and password and use VPN if off-campus. Note that quiz results take an overnight to be available to Facility Staff.

Please use "CTRL+Click" or copy and paste to open the link in a new window of your browser.

TMS VIDEO & QUIZ: https://bmsweb-h.yale.edu/ords/tms/tms_enrollments.offerings?p_crs_id=8250&p_std_id

B. Once you have completed the video and quiz within TMS, please download the Symphony New User form here.

Please use "CTRL+Click" to open the link in a new window of your browser.

FORM:https://ppms.us/yale-test/getfile/?pf=8&id=26-B1593CC5

C. When you have completed your Symphony quiz in TMS and filled out your Symphony New User Form, please upload your Symphony New User Form below.

Once we receive **both** your quiz results and form, we will contact you to schedule your in-person training session.

*Please **add your name** to the file name of your form before uploading it.*

Upload Completed Symphony New User Form here (in MS Word):

Upload a file   **Please remember to upload any required documents and include your name on the file name**

Submit request

Finally, Submit your request <u>after</u> you've completed any requirements
If you Submit without completing requirements, your request will be Rejected

Acknowledgment of your training request submission
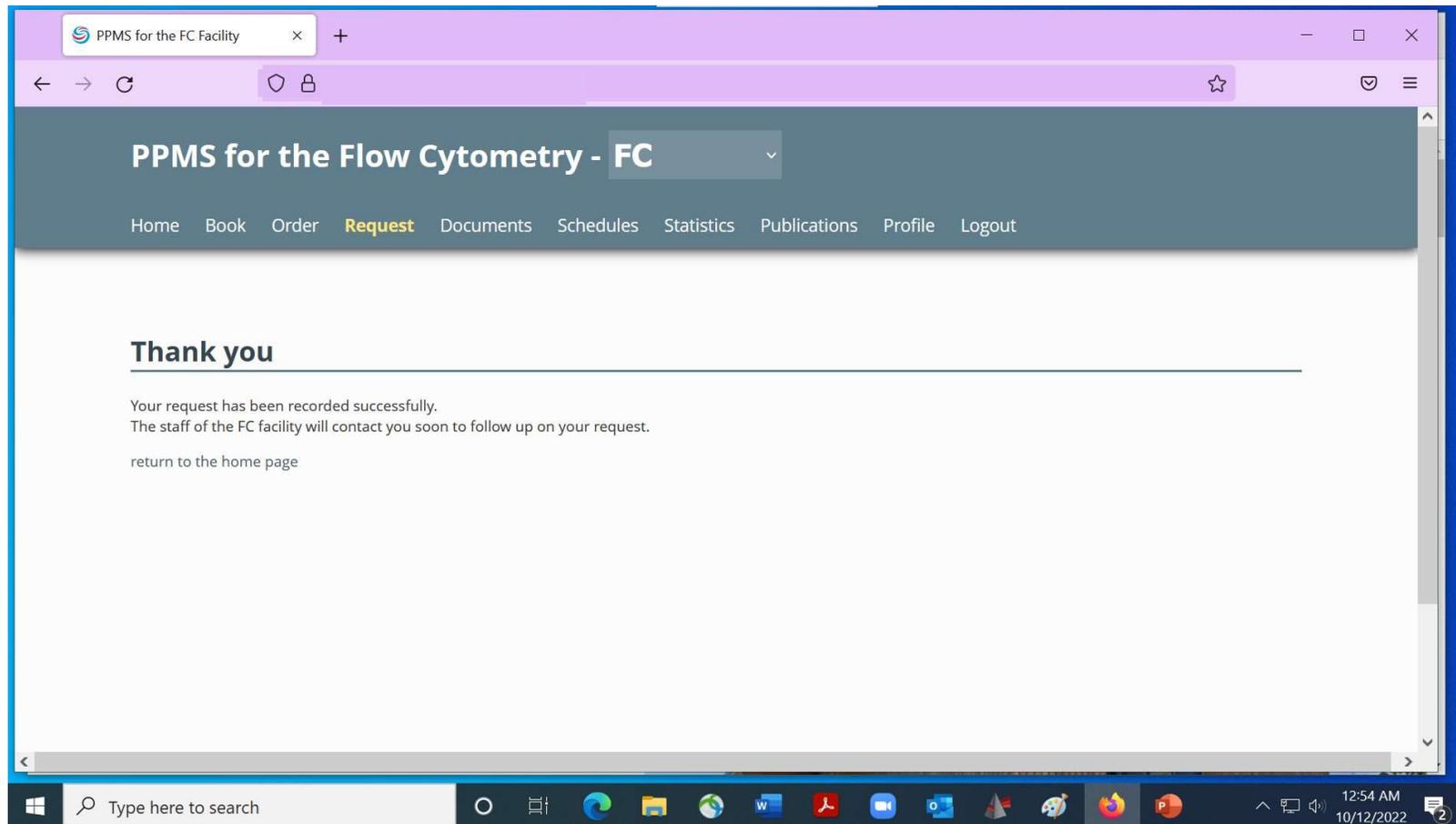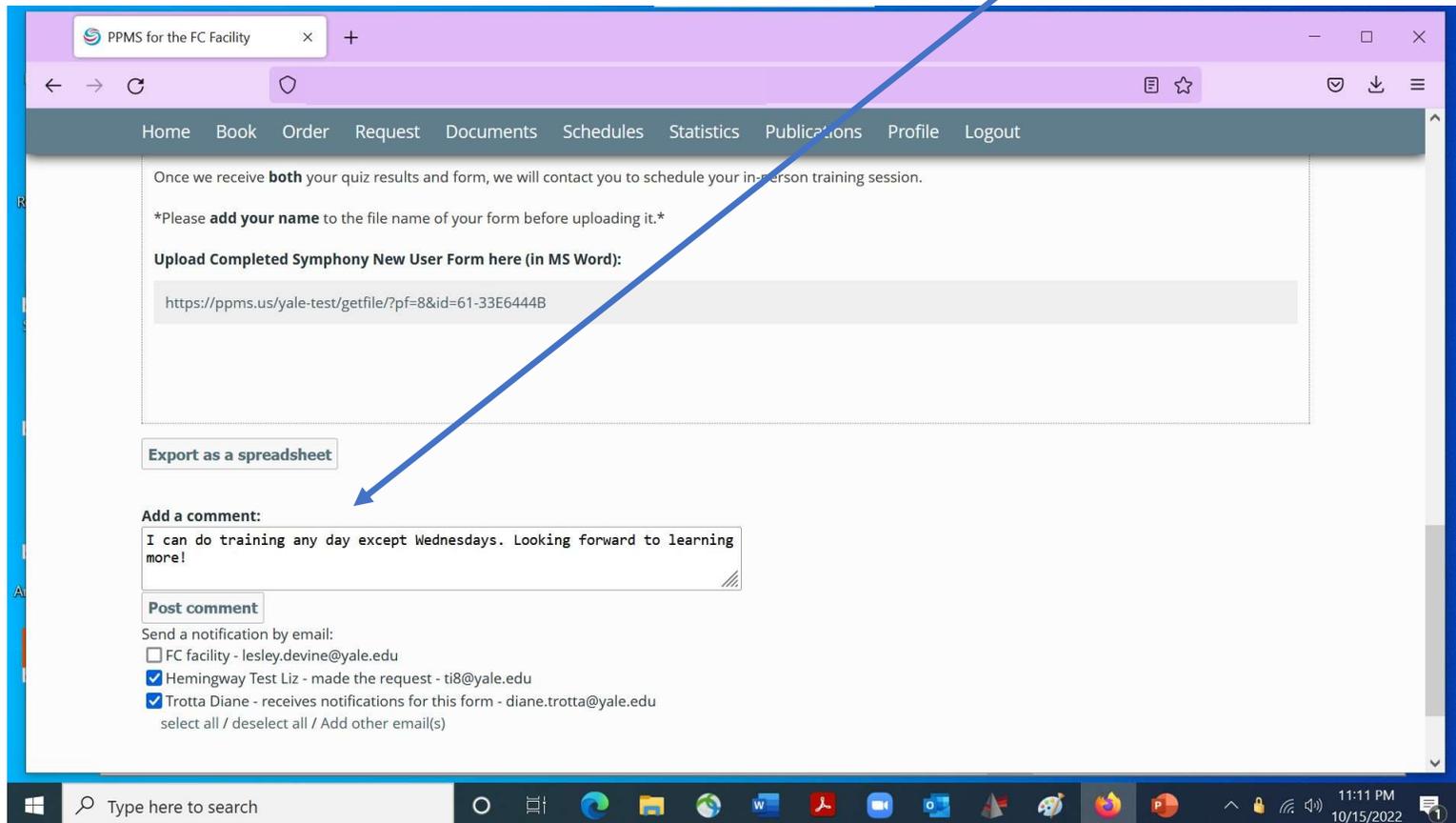
On the Flow Cytometry Facility PPMS Home page:
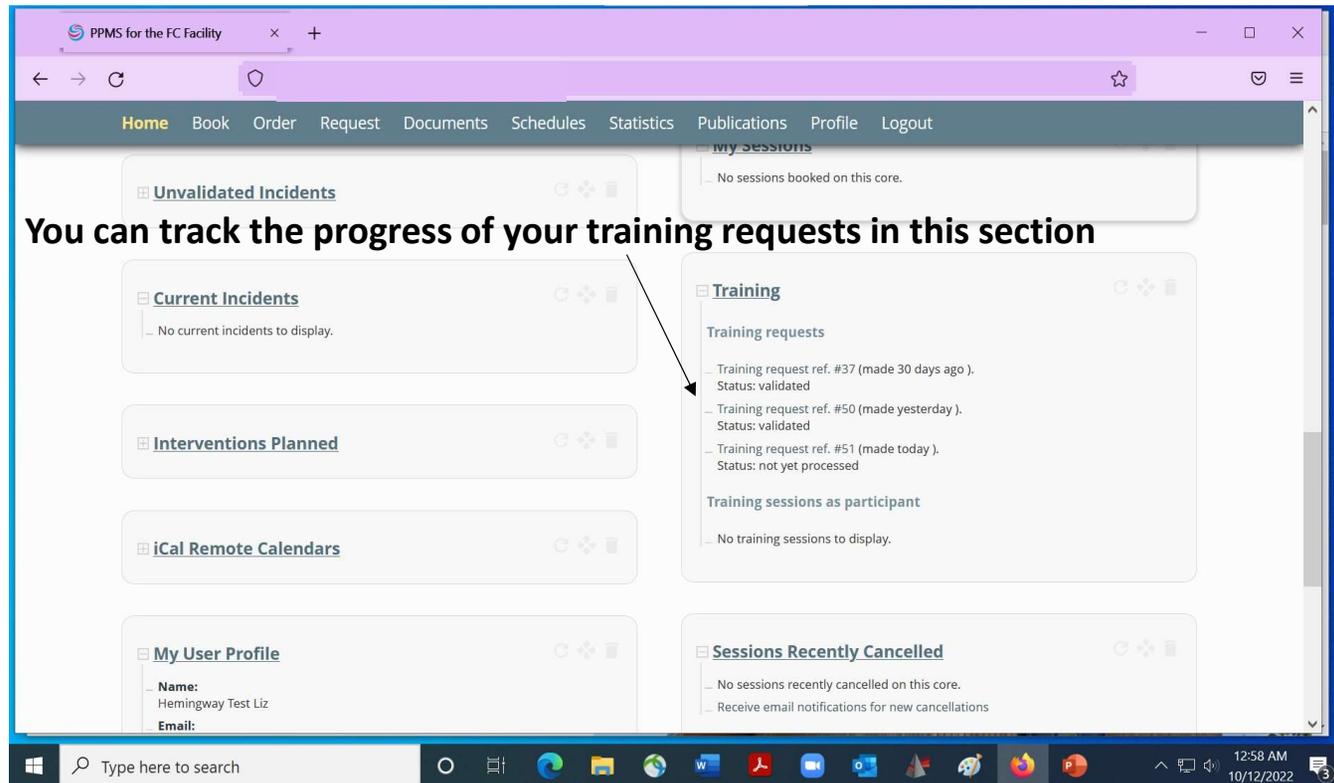
Not yet processed: staff has yet to respond to your request
Validated request: staff has acknowledged your request and will schedule your in-person training session
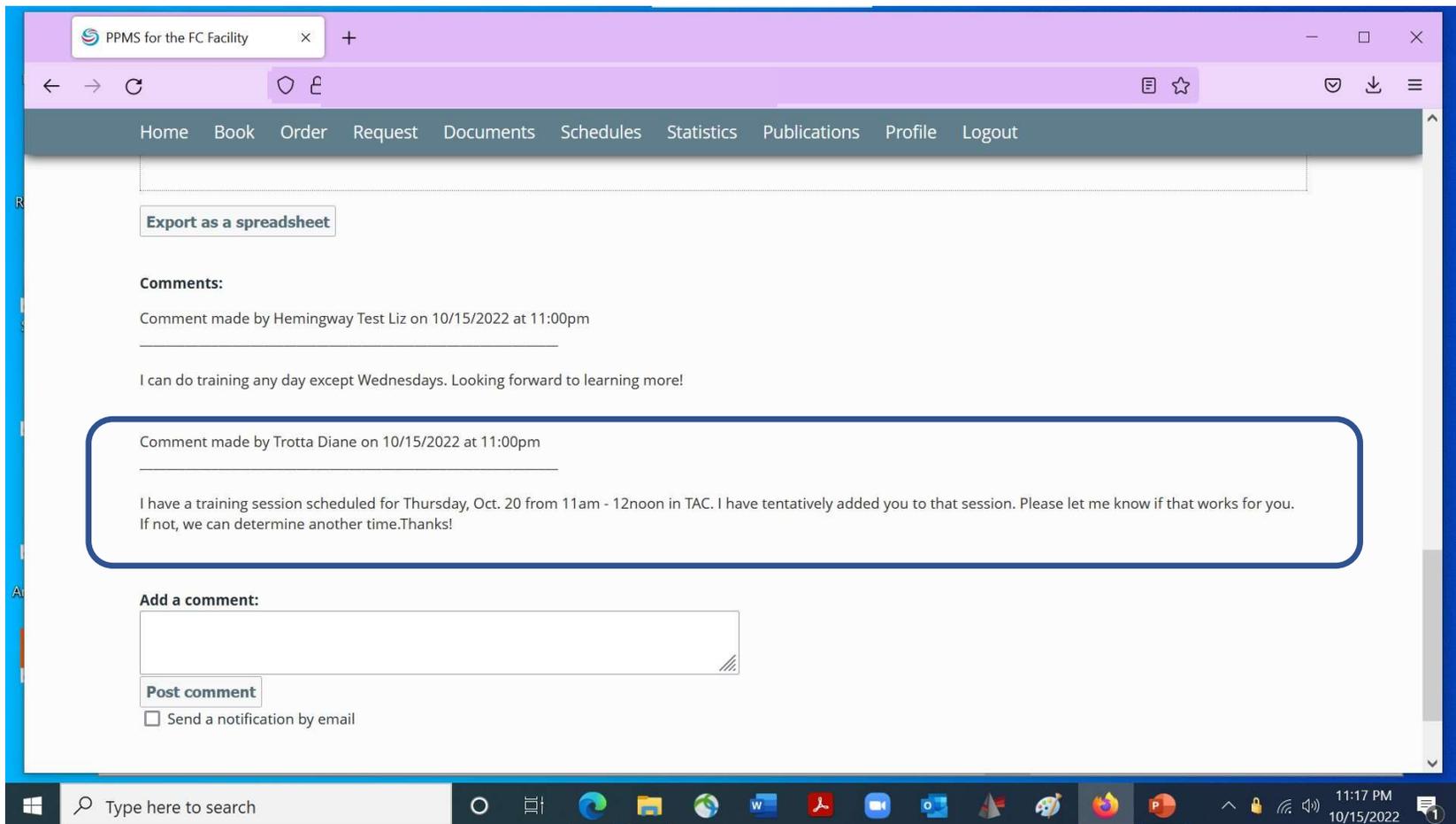**Rejected**: staff can reject your request if you have not met all requirements

If you click on a Training Request number on the last page:
Scroll down past the training info and form, and you can add **Comments** to communicate with staff

Staff may also communicate information in "**Comments**" with you regarding your training request and scheduling your in-person session; you may also receive an email

On the Flow Cytometry Facility PPMS Home page:

If you click on the training session number on the last page, you can see details as below:

Note that several training manuals are also located under "My Documents" on the FC PPMS Homepage
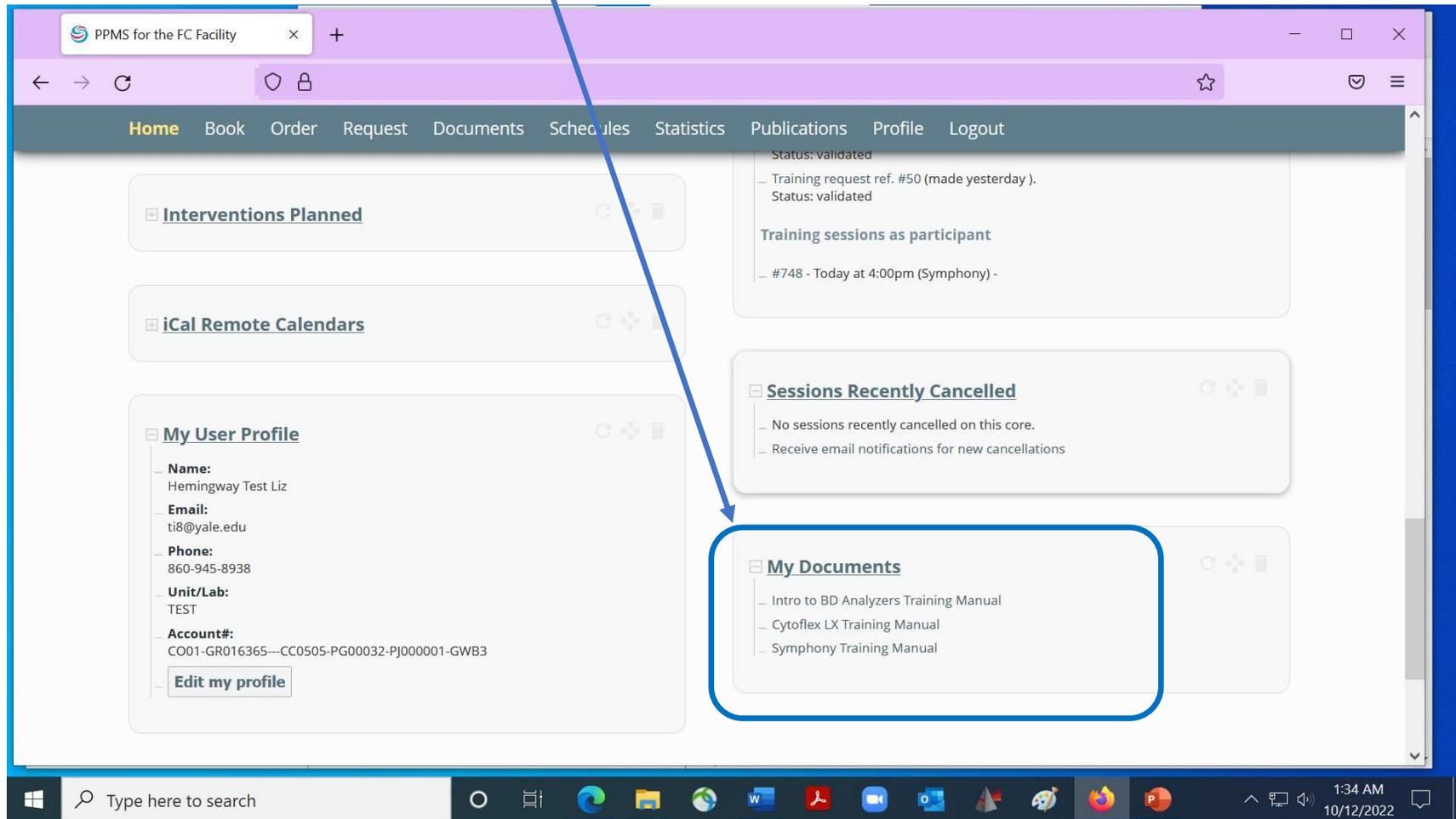
After you've completed your in-person training, a staff member will validate your training and give you "rights" to use the instruments you were trained on.
You can confirm your ability to book instruments you are trained on on the FC PPMS Homepage
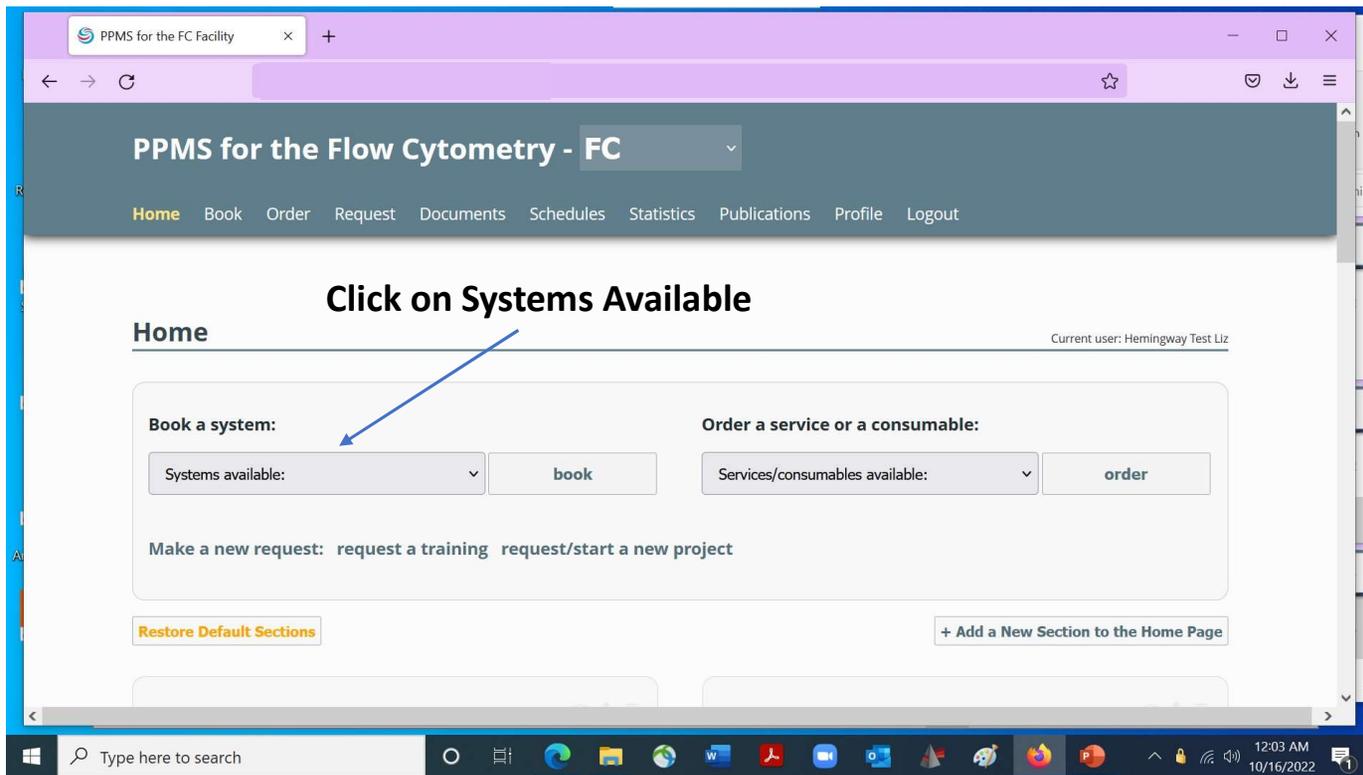
New instruments you received training on are now available to book on the schedule.
Please also allow time for staff to enter your instrument software login on each instrument.