

# Creating a Stratocore PPMS Account

**Stratocore PPMS** is the online ordering, reservation and financial administration software for Faculty of Medicine & Dentistry (FoMD) Core Research Facilities: **Advanced Cell Exploration Core, Autoclave Repair Core, Cell Imaging Core (Katz), Cell Imaging Facility (Cross Cancer Institute), Flow Cytometry Facility, Lipidomics Core, Transgenic Core and Workshop.**

These instructions highlight the steps for internal and external users to set up a Stratocore PPMS account. **Users must have an account prior to being able to use the FoMD Core Research Facilities.**

If you require assistance, please contact Colleen Sunderland (Manager, Core Research Facilities) at [colleen.sunderland@ualberta.ca](mailto:colleen.sunderland@ualberta.ca) or 780-492-0715.

## Instructions for Internal (UofA) Users

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### Step 1: Request the creation of a MedID

1. Login to the [UofA Service Portal](#) and click on the **IST Service Catalogue**.
2. Complete the **Active Directory Accounts (Create, Modify, Remove) "Create Account"** form. Ensure that you attach a note requesting a MedID with access to the PPMS Stratocore directory and access to the Cell Imaging and/or Flow Cytometry network drives, if applicable.

**Already have a MedID?** Please submit an [IT General Inquiry](#) requesting access to the PPMS Stratocore directory and the Cell Imaging or Flow Cytometry network drives, if applicable.

[Learn more about how to use the service portal](#). Questions about MedID creation, logging in or password resets should be directed to IST (780-492-8000).

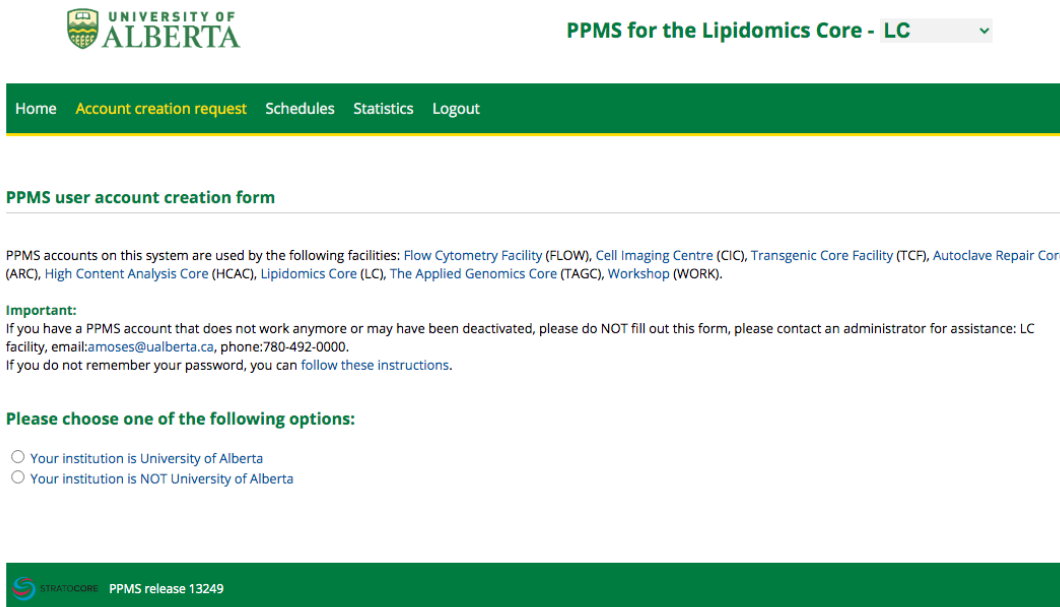
### Step 2: Create a PPMS Account

Following MedID account set-up and activation, go to <https://ppms.us/ualberta/start/>. A link to this page is also available from the [FoMD Core Services and Equipment Resources](#) website. Click on the core facility you would like to access. This will bring up the following screen:

The screenshot shows the Stratocore PPMS web application interface. At the top left is the University of Alberta logo. To the right, it says "PPMS for the Lipidomics Core - LC" with a dropdown arrow. Below this is a green navigation bar with links: Home, Account creation request, Schedules, Statistics, Logout. Underneath is a "Login" section with two buttons: "Login with your MED credentials" and "Login with your PPMS credentials (for external users)". At the bottom, there are three bullet points: "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: LC facility, email:amoses@ualberta.ca, phone:780-492-0000", and "This core facility management system is also used by other core facilities. Change core facility." At the very bottom, there is a footer with the Stratocore logo and the text "PPMS release 13249".

### Step 3:

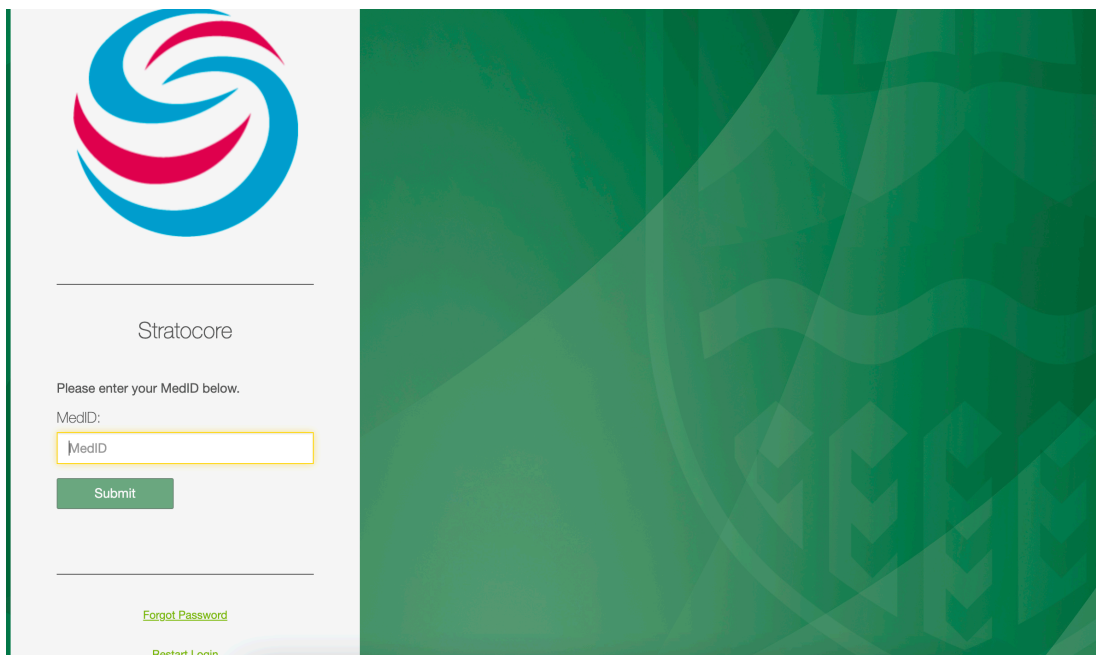
Click on "user account creation request." This will bring up the following screen:



The screenshot shows the top navigation bar with the University of Alberta logo on the left and a dropdown menu labeled "PPMS for the Lipidomics Core - LC" on the right. Below the navigation bar is a green header with the following links: Home, Account creation request (highlighted in yellow), Schedules, Statistics, and Logout. The main content area is titled "PPMS user account creation form". Below the title, there is a paragraph of text: "PPMS accounts on this system are used by the following facilities: Flow Cytometry Facility (FLOW), Cell Imaging Centre (CIC), Transgenic Core Facility (TCF), Autoclave Repair Core (ARC), High Content Analysis Core (HCAC), Lipidomics Core (LC), The Applied Genomics Core (TAGC), Workshop (WORK)." This is followed by an "Important:" section with two lines of text: "If you have a PPMS account that does not work anymore or may have been deactivated, please do NOT fill out this form, please contact an administrator for assistance: LC facility, email: amoses@ualberta.ca, phone: 780-492-0000." and "If you do not remember your password, you can follow these instructions." Below this is a section titled "Please choose one of the following options:" with two radio button options: "Your institution is University of Alberta" and "Your institution is NOT University of Alberta". At the bottom of the page, there is a green footer with the Stratocore logo and the text "PPMS release 13249".

### Step 4:

Click "Your institution is University of Alberta". That will bring you here:



The screenshot shows the Stratocore login page. On the left side, there is a logo consisting of a blue and red swirl. Below the logo, the text "Stratocore" is displayed. Underneath, there is a prompt: "Please enter your MedID below." followed by the label "MedID:" and a text input field containing the text "MedID". Below the input field is a green "Submit" button. At the bottom of the page, there are two links: "Forgot Password" and "Restart Login". The right side of the page features a large green background with a faint, stylized pattern of arrows pointing upwards.

## Step 5:

Log in with your **MedID** credentials. This will bring up the user account creation form:

### PPMS user account creation form

PPMS accounts on this system are used by the following facilities: Flow Cytometry Facility (FLOW), Cell Imaging Centre (CIC), Transgenic Core Facility (TCP), Autoclave Repair Core (ARC), High Content Analysis Core (HCAC), Lipidomics Core (LC), The Applied Genomics Core (TAGC), Workshop (WORK).

#### Important:

If you have a PPMS account that does not work anymore or may have been deactivated, please do NOT fill out this form, please contact an administrator for assistance: LC facility, email:amoses@ualberta.ca, phone:780-492-0000.

#### Please choose one of the following options:

- Your institution is University of Alberta  
 Your institution is NOT University of Alberta

#### Please enter your details below (\* : required fields)

##### Credentials for University of Alberta:

username (logout)

First name:  \*

Last name:  \*

Phone:  \*

Email:  @ualberta.ca \*

Financial Account number:  \*

Group  
 Select a group \* [filter](#)  
My group is NOT in the list

Submit form

PPMS release 13539

Complete the form. The group will be the name of the Principal Investigator associated with the lab, and the Financial Account number is the speedcode.

## Step 6:

Click "Submit form." You will see the following screen. A core facilities staff member will then approve your account creation request.



PPMS for the Lipidomics Core - LC

Home Account creation request Schedules Statistics Logout

### Account creation request

#### Your account creation request status

Your account creation request (ref. #1261) has been successfully recorded and will need to be validated by an administrator.

[Back to homepage](#)

PPMS release 13539

Once your account has been approved, you can then log in and create an order or book equipment.

## Instructions for External Users

In addition to the instructions below, external groups must read and follow the policy: [Guidelines for FoMD Core Research Facilities Users External to the University of Alberta](#).

### Step 1:

Go to <https://ppms.us/ualberta/start/>. A link to this page is also available from the [FoMD Core Services and Equipment Resources](#) website. Click on the core facility you would like to access. This will bring up the following screen:

The screenshot shows the top navigation bar with the University of Alberta logo on the left and a dropdown menu labeled "PPMS for the Lipidomics Core - LC" on the right. Below the navigation bar is a dark green header with white text: "Home", "Account creation request", "Schedules", "Statistics", and "Logout". The main content area is titled "Login" and contains two green buttons: "Login with your MED credentials" and "Login with your PPMS credentials (for external users)". Below the buttons is a list of bullet points: "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: LC facility, email:amoses@ualberta.ca, phone:780-492-0000", and "This core facility management system is also used by other core facilities. Change core facility." At the bottom of the page is a dark green footer with the Stratocore logo and the text "PPMS release 13249".

### Step 2:

Click on "user account creation request." This will bring up the following screen:

The screenshot shows the top navigation bar with the University of Alberta logo on the left and a dropdown menu labeled "PPMS for the Lipidomics Core - LC" on the right. Below the navigation bar is a dark green header with white text: "Home", "Account creation request", "Schedules", "Statistics", and "Logout". The main content area is titled "PPMS user account creation form" and contains a paragraph of text: "PPMS accounts on this system are used by the following facilities: Flow Cytometry Facility (FLOW), Cell Imaging Centre (CIC), Transgenic Core Facility (TCF), Autoclave Repair Core (ARC), High Content Analysis Core (HCAC), Lipidomics Core (LC), The Applied Genomics Core (TAGC), Workshop (WORK)." Below this is an "Important:" section with text: "If you have a PPMS account that does not work anymore or may have been deactivated, please do NOT fill out this form, please contact an administrator for assistance: LC facility, email:amoses@ualberta.ca, phone:780-492-0000. If you do not remember your password, you can follow these instructions." Below the text is a section titled "Please choose one of the following options:" with two radio buttons: "Your institution is University of Alberta" and "Your institution is NOT University of Alberta". At the bottom of the page is a dark green footer with the Stratocore logo and the text "PPMS release 13249".

### Step 3:

Click "Your institution is NOT University of Alberta". That will show a drop-down menu where you can create an account. If your group is not on the list you will be prompted to enter additional details such as financial contact.

Please choose one of the following options:

- Your institution is University of Alberta  
 Your institution is NOT University of Alberta

Please enter your details below ( \* : required fields)

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@domain instead of firstname.lastname@domain)

Password you want to use:  \*

Retype password:  \*

- Do not use a dictionary based word, or a name
- Do not use series like 1234 or qwerty or abcd
- Try to use combinations of lowercase (a-z), uppercase letters (A-Z), numbers (0-9) and non-alphanumeric characters
- The non alphanumeric characters allowed are:  
`!*#$%&'()*+,-./:;<=>?@[ ]^_`{|}~` and the space character

Group  \* filter

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

Once your account has been approved, you can then log in and create an order, request a service or request equipment training. External users will be required to complete a waiver prior to accessing the cores in person. Invoices will be emailed monthly to user and accounting contacts. If you require further information about invoicing processes, please contact [Colleen Sunderland](#), 780-492-0715. Please refer to [our website](#) for contacts within each of the core facilities.