

## CCHMC and external new user account creation

1. From the UC PPMS Start page (<https://ppms.us/uc/start/>), select GES Core to get to the login page.
2. From the login page you can check to see if you already have an account by selecting “login with your PPMS credentials (for external users)” and then check to see if you are on the established user pull down list. If you are not in the system, then select “user account creation request” (see black box below).

Home Account creation request Statistics Logout

### Login

Login with your University of Cincinnati credentials (for University of Cincinnati users)

Login with your PPMS credentials (for external users)

- If you do not have an account yet, you can fill in [user account creation request](#)
- If you cannot login or have any trouble please contact: GESC facility, email:[xiang.zhang@uc.edu](mailto:xiang.zhang@uc.edu), phone:513.558.4764
- This core facility management system is also used by other core facilities. [Change core facility](#).
- You can also view a list of [public documents](#)

3. From the account creation window choose “Your institution is NOT University of Cincinnati” (black arrow) and follow the instructions to fill out your information (including a password).

a. **For CCHMC users only:** In the Financial Account number section please add **1000612** (this is the CCHMC APinvoices account – invoices will be sent to all PIs and from their funds can be chosen).

Account type

Type name:  
External - Customer Account Number

Type Description:

Select or create an account

b. **For all other users:** Please ignore the Financial Account number section, we will add this in for you.

c. Once everything has been filled out hit “Submit form”.

d. Before you can submit an order, your account must be approved by us. We will email you once approved – usually within 1 day of submitting.

Please choose one of the following options:

Your institution is University of Cincinnati

Your institution is NOT University of Cincinnati

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)

Financial Account number: (optional)

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

Select a group \* filter

My group is NOT in the list

Submit form