

ACCOUNT CREATION REQUEST

First of all, click on next PPMS link:

<https://ppms.eu/uab>

Click on account creation request:

Login

Enter your username: To find your username:

list of PPMS accounts ▼

Enter your password:

- If you do not remember your password, you can follow [these instructions](#)
- If you do not have an account yet, you can fill an account creation request
- If you cannot login or have any trouble please contact: SM facility, email:s.microscopia@uab.cat, phone:+34935811516

Select if you are an internal or external user of UAB:

Please choose one of the following options:

Your institution is **Universitat Autònoma de Barcelona** → Internal Users

Your institution is **NOT Universitat Autònoma de Barcelona** → External Users

INTERNAL USERS:

1. Fill in your personal details

Please enter your details below (*: required fields)

First name: *

Last name: *

Phone: *

Email: @uab.cat *

If your email exists in both a short and a long form, please use the short form
(Use username@uab.cat instead of firstname.lastname@uab.cat)

Account number: (optional)

Do you need an order before the invoice? (external users only):

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

→ Centre Gestor + Centre de Cost, **ONLY** if you have a different account from the IP Group.

2. Select your group from the list:

Group

Select a group ▼ *

My group is NOT in the list

→ If not, click here to create a new group

3. Fill in **all** your group details:

Group name

Group director or PI name: (Lastname, Firstname)

Group director or PI email:

Group administrative contact name:

Group administrative contact email:

Group administrative contact phone:

Group administrative contact fax:

Group default account number: → Centre Gestor + Centre de Cost (Mandatory)

Affiliation: → No affiliation

Department: Select a Department here

• 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

EXTERNAL USERS:

1. Fill in your personal details

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@uab.cat instead of firstname.lastname@uab.cat)

Do you need an order before the invoice? (external users only):
select one of the options below: ▼

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
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2. Select your group from the list:

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Select a group ▼ *

My group is NOT in the list → If not, click here to create a new group

3. Fill in **all** your group details:

Group name
 *

Group director or PI name: (Lastname, Firstname)
 *

Group director or PI email:
 *

Group administrative contact name:

Group administrative contact email:

Group administrative contact phone:

Group administrative contact fax:

Affiliation:
Select your affiliation below (optional) ▼

Department:
 * Select a Department here ▼

Institution:
 * Select an Institution here ▼

Invoicing address:
 * → Introduce your company NIF or VAT number and the invoicing address