Accessing Stratocore

Account Creation Steps

- 1. To access the core facility, all new users (internal and external) are required to create an account using the following link: <u>Create New Account</u>
- 2. New internal users should use their UHN email addresses and new external users should use their academic or corporate email addresses to create an account.
- 3. After submitting the request, a member of the RIC team will validate the request, and if there are no issues, the request will be approved. Users will receive an email notification that their user account has been approved.
- 4. Training can be requested through PPMS. Once the user profile has been approved by an admin, users will be able to book equipment/services after completing the required training (if any).

Please note that detailed instructions with screenshots have been included below for your reference.

- I. User Login and Account Creation Steps- New Users- See pages 2-4
- II. User Login Steps- Existing Users- See page 4-5

If you have any inquiries or require assistance with the account creation process, please do not hesitate to contact us at <u>uhncores@uhnresearch.ca</u>.

User Login and Account Creation Steps- New Users

- When users go to "https://ppms.us/uhn/start/" on their internet browsers, the **PPMS/Stratocore homepage** will list all the Cores that are currently using the platform.
- Since users often utilize more than one Core, they will be able to select any of the options to reach the login/account creation page.

Search	
Facilities availab	le in University Health Network:
• ARC (ARC) de	tails
Advanced Op	tical Microscopy Facility (AOMF) details
• Bioinformati	ts and HPC Core (BHPC) details
• STTARR (STT	NRR) details
• UHN Researc	h Flow Cytometry Facilities (Flow) details
My PPMS dashbo	pard:
My PPMS: for	an overview of your activity and pending requests system-wide (on all facilities).
You can use the link	s above to access directly these facilities.
Note:	
If you have not used	the system for more than 320 minutes, you will automatically log-out and you may be redirected to this page.

- Once the user selects the Core they would like to access, the log in page will provide the view below. (see fig 1.1)
- Users who already have Stratocore accounts will need to select the correct login option based on whether they are **internal or external.** (see fig 1.1)
- Please note: users with active UHN email credentials still need to create user accounts on Stratocore.
- If users <u>do not</u> have a Stratocore account, they can select "Account Creation Request" in the blue ribbon at the top of the webpage. (see fig 1.1)

Fig 1.1



• After selecting **"account creation request"** button on the blue ribbon, users will reach the PPMS User Account Creation Form. Here, they will need to identify whether they are **internal** or **external**.



• After users select whether they are internal or external they will need to provide their user information:

First name: Last name: Phone: *	Internal users should use their UHN email addresses. External users should use their academicor corporate email addresses.
Email: * If your email exists in both a short and a long form, please use the short form	
(Use username@uhnresearch.ca instead of firstname.lastname@uhnresearch.ca) Financial Account number:	On Stratocore "Group" is used to cluster together:
Password you want to use:	PI's and the users who work in their labsIndustry Clients and their employees
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)	Users can search this dropdown list to see if their PI/Company is already on Stratocore. If so, they can just select the PI/Company and they will be
and non-alphanumeric characters • The non alphanumeric characters allowed are: !"#\$%&'()*+,/:;<=>?@[\]^_`{ }~ and the space character	automatically clustered with them. If their PI or Company is not on the list they can select "My group is NOT in the list" and they will be directed to provide additional information about the
Group	PI/Company.
My group is NOT in the list	
Submit form	

• If the user's PI/Company is <u>not</u> among the dropdown list of groups, they can select "My group is NOT in the list" and they will have to provide their PI/Company's information:

Group name		
	*	
Group director or PI name: (Lastname, Firstname)	
	*	
Group director or PI email:	J	
	•	
Group administrative/financial contact name:		
Group administrative/financial contact email:		
	1	
Group administrative/financial contact phone:		
eroup automativer maneur contact prone.	1	
Group default financial account number:		
	1	
Affiliation:		
Select your affiliation below (optional)		
Department:		
	Select a Department here	•
	Concerta organization in the concerta organization of the concerta organization organization of the concerta organization o	
Institution:		
	Select an Institution here	*
Invoicing address:		-
	÷ *	
Group management:		
C) request management rights for this group		
Cubmit form		

- Once the user submits their user account creation request, an admin on Stratocore will validate their request and if there are no issues, the request will be approved.
- Users will receive an email notification that their user account has been approved.

User Login and Account Creation Steps- Existing Users

• Internal users who already have Stratocore accounts and select the option to log in with UHN credentials will reach the following log in page to enter their UHN email address and password:



• **External users** who already have Stratocore accounts and select option to log in with their "PPMS credentials for external users" will reach the following log in page to enter their username and password:

Home	Account creation request	Schedules Statistics	Logout			
Logi	n					
Enter yo Enter yo	ur username: To find your u list of externa ur password:	sername: I PPMS accc ❤				
 If you do not remember your password, you can follow these instructions 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: facility, emailmark luguya@ubpresearch ca. phone:437-335-1523 						
• This o	core facility management system i	s also used by other core fac	ilities. Change core facility.			

• Please note that users can find their username in the dropdown list.

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