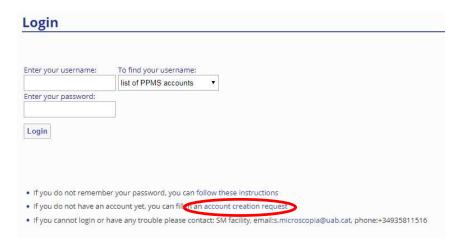First of all, click on next PPMS link: https://ppms.eu/uab

Click on account creation request:

Select if you are an internal or external user of UAB:
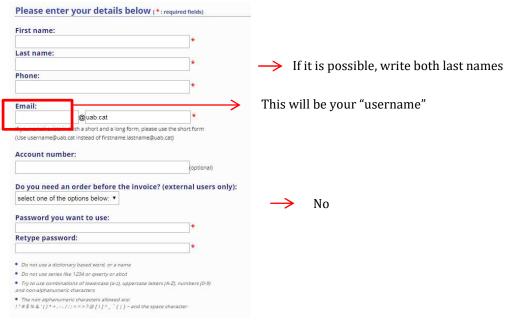
SCAC/FOR/0189-04: ACCOUNT CREATION REQUEST

ACCOUNT CREATION REQUEST-PPMS

UAB
Universitat Autònoma
de Barcelona

SCAC
Servei de Cultius Cel·lulars,
Producció d'Anticossos i
Citometria

INTERNAL USERS:

1. Fill in your personal details (do not use accent marks)

→ If it is possible, write both last names

→ This will be your "username"

→ No

2. Select your group from the list:

→ If not, click here to create a new group

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

To facilitate administrative tasks please, fill in this data

Centre Gestor + Centre de Cost (Mandatory)

No affiliation

UAB
Universitat Autònoma
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Citometria

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
- The non alphanumeric characters allowed are:
  ! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ ` { | } ~ and the space character

All the public administrations needs an order number before the invoice. If this is your case: YES
You will need to fill in the "PO" box with this number in your "books" and "orders"

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

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:
[ ]

To facilitate administrative tasks please, fill in this data

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