

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

PPMS Start Page

Search ...

Facilities available in Universitat Autònoma de Barcelona:

- Servei de Cultius Cel·lulars, Producció d'Anticossos i Citometria (SCAC) details
- Servei de Microscopia (SM) details

Click on account creation request:

Login

Enter your username: To find your username:
list of PPMS accounts

Enter your password:

Login

- If you do not remember your password, you can follow these instructions
- If you do not have an account yet, you can fill in an account creation request
- If you cannot login or have any trouble please contact: SM facility, email: 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 (do not use accent marks)

Please enter your details below (*: required fields)

First name: *

Last name: *

Phone: *

Email: @uab.cat *

If you have 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):
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

→ If it is possible, write both last names

This will be your "username"

→ No

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: @uab.cat *

Group administrative contact name:

Group administrative contact email: @uab.cat

Group administrative contact phone:

Group administrative contact fax:

Group default account number:

Affiliation: (optional) *

Department: * Select a Department here

To facilitate administrative tasks please, fill in this data

→ Centre Gestor + Centre de Cost (Mandatory)

→ No affiliation

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:

Affiliation: Select your affiliation below (optional) ▼

Department: * Select a Department here ▼

Institution: * Select an Institution here ▼

Invoicing address: *

To facilitate administrative tasks please, fill in this data

Introduce your company NIF or VAT number and the invoicing address