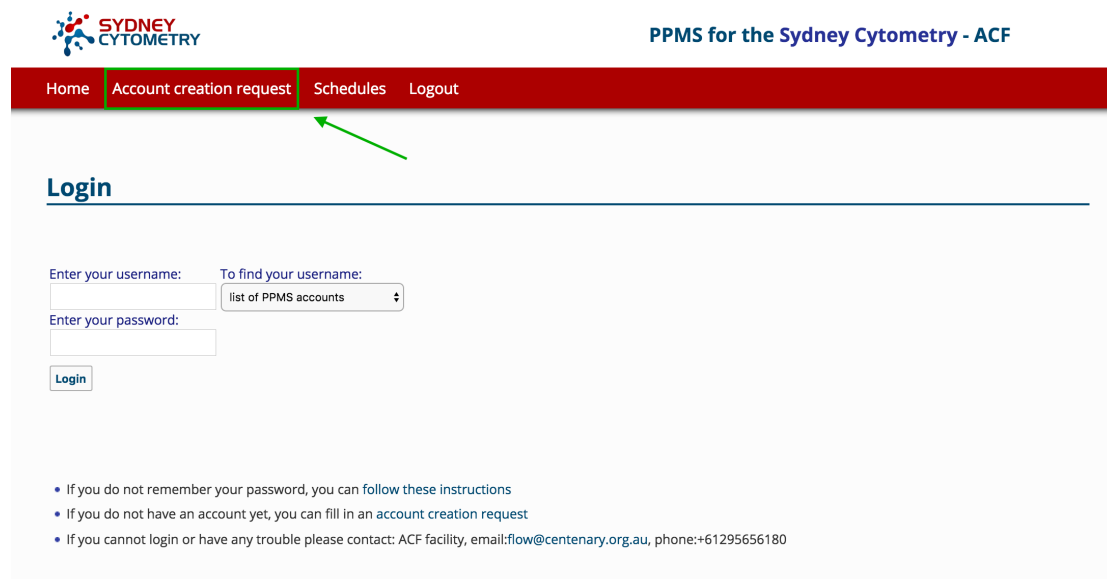


## Requesting a PPMS Account, Flow Cytometry Training & Biosafety Approval:

1. Go to the Sydney Cytometry-ACF PPMS page at:

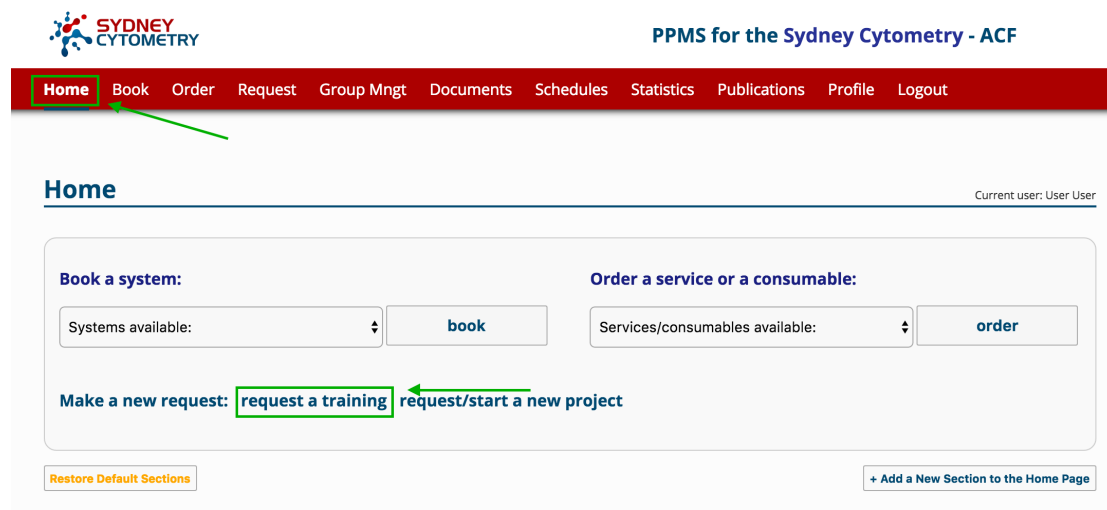
<https://au.ppms.info/centenary/?ACF>

2. Click on “account creation request” and follow the instructions. Remember to use your Centenary, Sydney University or other affiliation email address when requesting an account.



The screenshot shows the Sydney Cytometry website interface. At the top left is the SYDNEY CYTOMETRY logo. At the top right is the text "PPMS for the Sydney Cytometry - ACF". Below this is a red navigation bar with the following tabs: Home, Account creation request, Schedules, and Logout. A green arrow points to the "Account creation request" tab. Below the navigation bar is a "Login" section with a horizontal line. It contains two input fields: "Enter your username:" and "Enter your password:". The username field has a dropdown menu labeled "To find your username:" with the option "list of PPMS accounts". Below the password field is a "Login" button. At the bottom of the login section, there are three bullet points: "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", and "If you cannot login or have any trouble please contact: ACF facility, email:flow@centenary.org.au, phone:+61295656180".

3. Once you have a PPMS account you can then request training. Log in to PPMS, click on the Home tab and choose “request a training”.



The screenshot shows the Sydney Cytometry website interface after logging in. At the top left is the SYDNEY CYTOMETRY logo. At the top right is the text "PPMS for the Sydney Cytometry - ACF". Below this is a red navigation bar with the following tabs: Home, Book, Order, Request, Group Mngt, Documents, Schedules, Statistics, Publications, Profile, and Logout. A green arrow points to the "Home" tab. Below the navigation bar is a "Home" section with a horizontal line. On the right side of the home section, it says "Current user: User User". Below this are two main sections: "Book a system:" and "Order a service or a consumable:". The "Book a system:" section has a dropdown menu labeled "Systems available:" and a "book" button. The "Order a service or a consumable:" section has a dropdown menu labeled "Services/consumables available:" and an "order" button. Below these sections is a "Make a new request:" section with two options: "request a training" (highlighted with a green box and a green arrow) and "request/start a new project". At the bottom left of the home section is a "Restore Default Sections" button, and at the bottom right is a "+ Add a New Section to the Home Page" button.

4. From the list, choose the appropriate training and follow the instructions.

For general Flow cytometry training you should choose “CYTOMETRY – General training request form”

**SYDNEY CYTOMETRY** PPMS for the Sydney Cytometry - ACF

Home Book Order **Request** Group Mngt Documents Schedules Statistics Publications Profile Logout

### Training Requests

Please select one of the following forms:

- CYTOMETRY - \*General Training Request Form** ←
- Cytometry - BD Pathway
- Cytometry - CyTOF2
- Cytometry - ImageStream
- Cytometry - LSR-X
- IMAGING - \*General Training Request Form
- Imaging - DeltaVision ELITE
- Imaging - DeltaVision Personal
- Imaging - Image Analysis
- Imaging - IVIS Lumina
- Imaging - Leica DM6000B
- Imaging - Leica M205FA
- Imaging - Leica SP5 Confocal
- Imaging - LVBT Multiphoton
- Imaging - Nikon Ti Inverted Fluorescence Microscope

5. All samples to be run in the core facility require biosafety approval. This is user, experiment and sample specific.

If you do not already have Biosafety Approval for your samples, click on the Home tab and choose “request/start a new project”.

**SYDNEY CYTOMETRY** PPMS for the Sydney Cytometry - ACF

**Home** Book Order Request Group Mngt Documents Schedules Statistics Publications Profile Logout

Current user: User User

**Book a system:** Systems available: [dropdown] **book**

**Order a service or a consumable:** Services/consumables available: [dropdown] **order**

**Make a new request:** request a training **request/start a new project** ←

6. From the list choose “ACF Biosafety & OGTR Approval Form”.

## Project Creation Requests

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Please select one of the following forms:

- **ACF Biosafety & OGTR Approval Form** ←
- Research Project Request (for grant tracking purpose)
- Staff Only - Biosafety Softcopy Creation Form

7. You will be notified by email when your Biosafety request has been approved.