

## Creating a PPMS account

Here the indications to create a ppms account, you will need this account to book the analyzers (after training), the Flowjo dongles (analysis software) and request a sorting slot. Though as a user you are not allowed to book sorting slots you could check the availability of the cell sorters and proposed a potential date accordingly.

Please use the link: <https://ppms.embl.de/> to request an account.

It is important to use the EMBL login details as we are connected to the EMBL universal identification server with the program. When the system asks you to write in your login with the [@embl.de](mailto:@embl.de) at the end, please only put your actual regular EMBL login into this field and not your email address. After that, just use your regular EMBL login password.

If it works, you will be prompted to a small page where you can fill in details important for the billing of the service and once that is done, we will receive an account creation request through the system. Your request will need to be accepted, please expect a bit of waiting time until we have your account online.

Sort requests can be found in the booking system under the "Request" tab. You will be able to see the scheduling of the sorters, the analyzers and the FlowJo dongles in the "Schedule" tab. Use the information of the sorters scheduling to propose a potential date for your sorting slot, this will speed up the entire process.

Have a look around the software and please let us know if you experience any problems. The FCCF team is available to help you creating your account if needed.

Thank you for your help in this! .

FCCF Team