<u>External User new account creation.</u>

1. From the UC PPMS Start page (https://ppms.us/uc/start/), select a core you wish to use to get to the login page

2. From the login page you can check to see if you already have an account by selecting "login with your PPMS credentials (for external users)" and then check to see if you are on are on the established user pull down list (see black arrow below). If you are not in the system, then select one of the "account creation request" options as indicated by the blue arrows below.

<u>IMPORTANT</u>: If you are from CCHMC, the UC version of PPMS is a different system than for your internal CCHMC cores, so DO NOT try to login with your CCHMC credential as they will not work. Also, for CCHMC faculty who have UC login credentials, <u>DO NOT</u> login with your UC credential because we will have no mechanism to bill you for services through UC. You must register as an external investigator for billing purposes but rest-assured that you will still be charged the UC internal rate.

3. From the account creation window choose, "Your institution is NOT University of Cincinnati" (red arrow below) and follow the instructions to fill out your information (including a password) and hit "submit form."