



PPMS® | Resource Management System by Stratocore

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This guide provides step by step instructions for account creation and essential functions performed using PPMS at the University of Nebraska-Lincoln.

Account Set Up

Each customer or researcher (faculty, staff, or student) will need to request an account in Stratocore PPMS. Existing accounts created for one facility are valid at all other facilities using Stratocore PPMS.

Step 1: Navigate to <https://ppms.us/unebraska/start/>

Step 2: Select the facility of interest from the list.



[Start Page](#)

Start page

Facilities available in University of Nebraska Medical Center:

- Institutional Biospecimen Bank (IBB_UNMC) details
- Spatial Profiling Hub (SPH_UNMC) details
- Tissue Sciences Facility (TSF_UNMC) details

Facilities available in University of Nebraska–Lincoln:

- Magnetic Resonance Imaging Facility (MRI) details

Step 3: Click **Account creation request** at the top of the page.

The screenshot shows the top navigation bar with links for Home, Account creation request, and Logout. Below the navigation bar is a section titled "Login" with six red buttons for different user types: UNMC users, UNL users, UNK users, UNO users, Office of the President users, and external users. A blue box highlights the "Account creation request" link in the navigation bar.

• if you do not have an account yet, you can fill in a [user account creation request](#)

Step 4: Read the information on the screen related to PPMS account creation. Select your affiliation with regards to the University (i.e. internal institutions or external).

[Home](#) [Account creation request](#) [Logout](#)

PPMS user account creation form

PPMS accounts on this system are used by the following facilities: [Spatial Profiling Hub](#) (SPH_UNMC), [Tissue Sciences Facility](#) (TSF_UNMC), [Institutional Biospecimen Bank](#) (IBB_UNMC), [Magnetic Resonance Imaging Facility](#) (MRI).

Important:

If you have a PPMS account that does not work anymore or may have been deactivated, please do NOT fill out this form, please contact an administrator for assistance: MRI facility, email: mri@unl.edu.

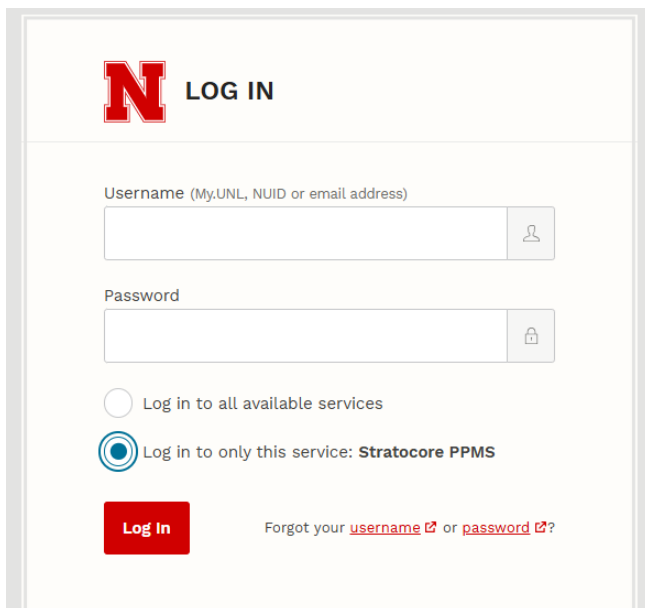
If you do not remember your password, you can [follow these instructions](#).

Please choose one of the following options:

- [Your institution is UNMC](#)
- [Your institution is UNL](#)
- [Your institution is UNK](#)
- [Your institution is UNO](#)
- [Your institution is Office of the President](#)
- [Your institution is NOT University of Nebraska-Lincoln](#)

Internal Users

You will be redirected to log in with your university credentials. Review and update your profile. Ensure you are in the correct group.



External Users

Please choose one of the following options:

- [Your institution is UNMC](#)
- [Your institution is UNL](#)
- [Your institution is UNK](#)
- [Your institution is UNO](#)
- [Your institution is Office of the President](#)
- [Your institution is NOT University of Nebraska-Lincoln](#)

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@domain instead of firstname.lastname@domain)

Financial Account number: (optional)

Title:

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

Group
 * filter

My group is NOT in the list

Submit form

- Step 5:** You may add a default account number to your profile, add your ORCID ID and request correct permissions from your Group manager and/or financial account manager.
- Step 6:** Click in the text box below **Financial Account Number** to enter your account number. If there is a default **Financial Account Number** in your profile, you can change it, or request authorization to use additional **Financial Accounts**. Select **New account authorization request**, choose the account type, NU Internal (SAP). Begin typing your account, provided by your PI, lab manager, or finance administrator, into the **search an account...** text box. **Previously validated numbers may appear in a drop down as you begin typing**. Select the account and click **Save**. If the account is not valid you will get a warning message.
Warning: this account is not valid.
If the account number is not found, select **Create a new account** to the right of the text box. Enter details separately as indicated and click **Save**.
- Step 7: If your lab group is not found** select the option **My Group is NOT in the list** and complete the required fields:
- Group name = PI Last Name, PI First name
 - Group director or PI = PI Last Name, PI First name
 - Group director or PI email = PI email
 - Group administrator/financial contact fields = person who manages the financial accounts and grants for the PI or company
 - Accounts payable email (if different than financial contact email)
 - Affiliation (No Affiliation, External Academic, External Corporation, External Government)
 - Institution
 - **If your institution is not in the list, input your institution name directly in the text box**
 - Invoicing Address
 - Group management: Click the box if you are the primary PI or Lab manager.
 - **Submit form** and await an email verification of your PPMS account.
Approval can take a few business days as information will be reviewed manually by a facility administrator.

Helpful tips:

- Users must have a financial account affiliated with their profile before requesting services from a facility
- Your profile and group will be the same across facilities within Stratocore PPMS
- MyPPMS homepage shows you all of your activities across the platform
- Use the upper right-hand drop-down menu to go between facilities
- Use projects to work across groups
- Each core has its own specific procedures and requirements users must follow

Roles and Permission

Lab Groups

In Stratocore PPMS, a **Group** represents a lab, research team, or organizational unit that conducts research under a Principal Investigator. Groups are essential to manage a lab's users, projects, and financial accounts within Stratocore PPMS. Lab groups are identified by their Principal Investigator. A lab group can access services and manage activity across multiple core facilities.

If you need to create a group follow instructions in **Step 7, page 3**.

Important: Without affiliation with the correct PI lab group, users should not request services, book instruments, or be added to projects. *The first step to using Stratocore PPMS will begin with the PI or designee, who will be asked to provide information to help set up their lab group in the system.*

Every researcher in Stratocore PPMS can only be affiliated with one lab group. If a researcher works with more than one lab, determine the main lab the user should be affiliated with in Stratocore PPMS. Researchers can still work with other lab groups through projects.

Roles and Permissions

Each group within Stratocore PPMS includes specific roles with defined permissions:

- **Group Member (Researcher/Student)**
 - Can request services, book instruments, and participate in projects, depending on permissions granted by the Group Manager(s) and Account Manager(s).
- **Financial Management**
 - **Group Manager** (PI and/or Lab Manager)
 - Manages the financials related to the group
 - Can manage users, view usage, and assist with billing
 - **Account Manager** (Lab Manager and/or Financial Administrator)
 - Manages and oversees specific financial accounts
 - Affiliates cost objects with lab groups, users, and projects
 - View usage and billing of specific financial accounts

Booking Instruments

Researchers can book core instruments and resources through Stratocore PPMS, though some instruments **require training prior to use** and may not appear until access is granted. If you've received training on an instrument but still don't have access to its scheduling calendar, please contact the core facility directly.

Important: Each core has specific procedures that must be reviewed in the banner section of its homepage, and any questions or access issues should be directed to the core facility.

Step 1: Navigate to <https://ppms.us/unebraska/start/>. Select the facility of interests and log in with your UNL credentials.

Step 2: From the **Home** page, select the right Facility in the upper right-hand corner. In **Book a System** section, open the Systems available dropdown menu and select the system.

The screenshot shows the PPMS interface for the Tissue Sciences Facility. At the top left is the University of Nebraska Medical Center logo. The main header reads 'PPMS for the Tissue Sciences Facility'. A navigation bar contains various menu items. A dropdown menu is open, showing options: My PPMS, IBB_UNMC, MRI, SPH_UNMC, and TSF_UNMC. Below the navigation bar, there is a 'Welcome Document' section with a 'see details' link. The main content area is titled 'Home' and shows 'Current user: Erickson Anjeza (super-admin) see PPMS as a regular admin'. There is a notification for '1 Financial Account Manager Request'. The 'Book a system:' section has a dropdown menu for 'Systems available:' and a 'book' button. The 'Order a service or a consumable:' section has a dropdown menu for 'Services/consumables available:' and an 'order' button. At the bottom, there is a 'Make a new request:' section with a 'request a training' link, which is highlighted by a blue arrow.

Important: If a system is not listed, first confirm you are in the correct facility by checking the header or switching facilities via the dropdown menu. If the issue is access-related, **Request training** or contact the Facility Manager directly.

Step 3: You will be directed to the scheduling page. If the facility is utilizing “Projects” in PPMS, open the dropdown menu and select your project. Otherwise, select the appropriate “Financial account #” to charge for this booking. **Note: Only internal users will have account numbers. For external customers, this field will be populated with the text “EXTERNAL – [Group Name].**

Important: If a project or account number is missing, it may be because you are not listed as an authorized user (contact the Core Manager if this is an error) or because the PI has not yet submitted the Account number/Project Setup form under the Request tab to designate authorized users. You can also submit a request for a financial account number.

Week 36, from the 09/01/2025 to the 09/07/2025

[\[previous week\]](#) [\[current week\]](#) [\[next week\]](#) [\[other week\]](#)

Charge rate: n/a

Book a session for: Erickson Anjeza

Project: No project selected

Financial account # Request a financial account number

	Monday 09/01/2025	Tuesday 09/02/2025	Wednesday 09/03/2025	Thursday 09/04/2025	Friday 09/05/2025	Saturday 09/06/2025	Sunday 09/07/2025
8:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Book a session for: Erickson Anjeza

Book the selected sessions

Disable selected

Step 4: Select desired time slots by clicking the checkboxes or dragging across multiple hours/days. Before clicking **Book the selected sessions** at the bottom of the calendar, select any special environments that may be available (e.g., request assistance or alternate equipment configuration). The charge rate will be visible on the upper right-hand corner.

Step 5: To edit or cancel a booking, click the reservation or pencil icon in any reservation block.

Request Training

Step 1: Navigate to <https://ppms.us/unebraska/start/>. Select the facility of interests and log in.

Step 2: From the **Home** page, select the right Facility in the upper right-hand corner.

Step 3: Select the **REQUEST** tab or select the training underneath **Book a system** (as shown below).

Step 4: Select the specific **Training Request form** from the list. Complete the form and select **Submit**.

Step 5: The facility will review your request and book a training session on your behalf.

Step 6: After your training is complete, the facility admin will grant you the appropriate rights to the instrument calendar you trained on so you may reserve time on the instrument.

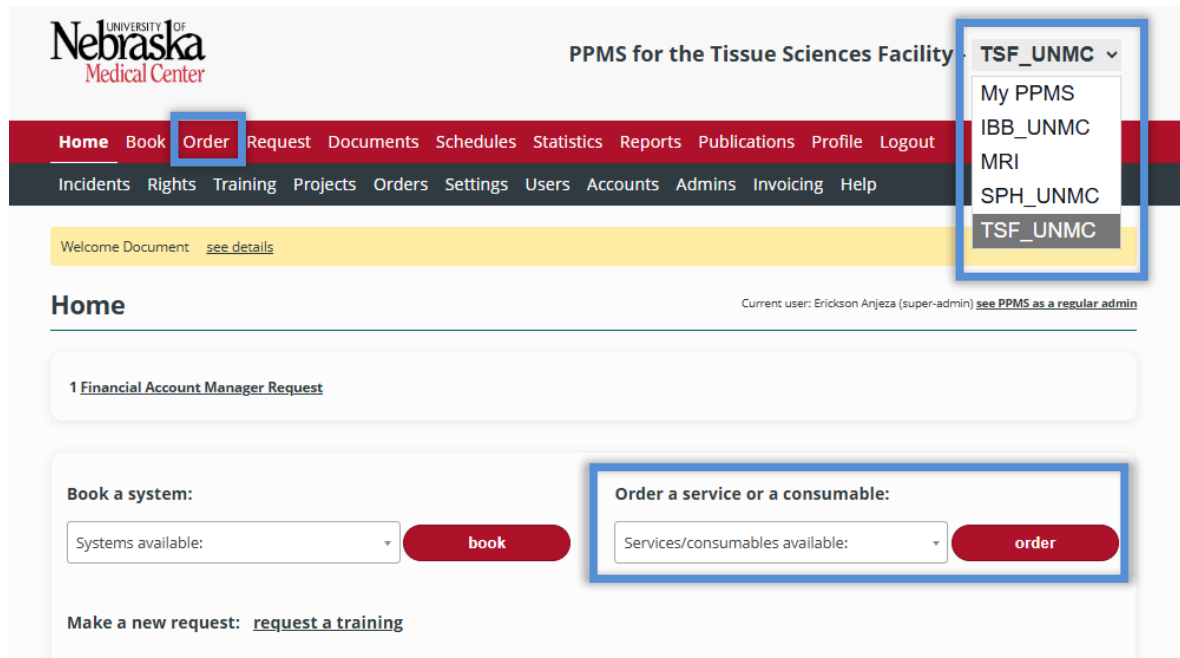
The screenshot shows the PPMS web application interface. The top navigation bar includes tabs for Home, Book, Order, Request, Documents, Schedules, Statistics, Reports, Publications, Profile, and Logout. The 'Request' tab is highlighted. Below the navigation bar, there are links for Incidents, Rights, Training, Projects, Orders, Settings, Users, Accounts, Admins, Invoicing, and Help. On the right side, there are facility selection buttons for IBB_UNMC, MRI, SPH_UNMC, and TSF_UNMC. A yellow banner displays 'Welcome Document' with a 'see details' link. The main content area shows the 'Home' page with the current user identified as 'Erickson Anjeza (super-admin)'. A section titled '1 Financial Account Manager Request' is visible. Below this, there are two main sections: 'Book a system:' and 'Order a service or a consumable:'. The 'Book a system:' section has a dropdown menu for 'Systems available:' and a 'book' button. The 'Order a service or a consumable:' section has a dropdown menu for 'Services/consumables available:' and an 'order' button. At the bottom, there is a link 'Make a new request: request a training' which is highlighted with a blue box and an arrow.

Order Services

Researchers can order services offered by core facilities directly through Stratocore PPMS. To place an order for a service to be completed by the core facility staff, please follow these steps:

Step 1: Navigate to <https://ppms.us/unebraska/start/>. Select the facility of interests and log in.

Step 2: From the **Home** page, Select the **Order** tab or open the Services/consumables available dropdown menu and select a service.



Step 3: You will be directed to the order form page. If your facility is utilizing “Projects” in PPMS, open the drop-down and make the appropriate selection. Otherwise, open the “Account number” drop-down and select the appropriate account number (CO#) to charge for this booking.

Step 4: Select services and consumables available for order and enter desired **Quantity** on the appropriate line. Add a comment to communicate additional information to facility staff.

Step 5: Review quantities and services, **click Order** or **Save quote** if you're not ready to submit yet. On the Home page, you can now view your Accepted orders, Quotes and Order History.

Services and consumables available for order (select and enter the quantity values)

(Some services and consumables will not be visible until you select a compatible project above)

{open all sections below} {hide all sections below}

Other		Min	Max	Incr.	Unit price	Quantity	Total
#100227	Athletic Scans show description add a comment	1	1	1	0	0	0
#100231	Eye Tracker add a comment	1	-	1	10.00	1	10.00
#100209	Radiology Read add a comment	1	50	0	50.00	1	50.00
#100232	Training add a comment	1	20	1	0	0	0
TOTAL							60.00

If you have a PO number for this order, please enter it here:

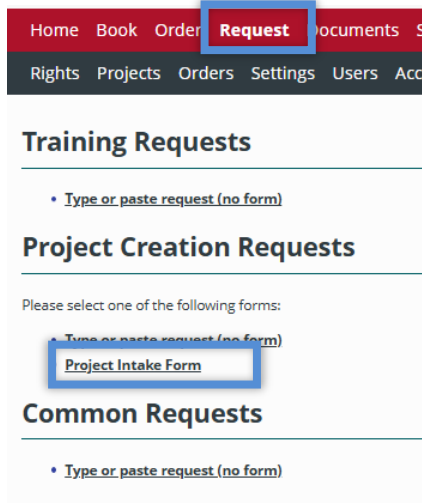
Request a Project

In Stratocore PPMS, a Project serves as a central hub that connects research activities, financial tracking, and user access, enabling researchers to coordinate services and training, monitor usage and costs, generate reports, track progress, and communicate effectively within their lab or research group. Projects are specific to each facility. A new project must be requested for each facility for which a project is required.

Step 1: Go to the Stratocore PPMS <https://ppms.us/unebraska/start/> . Select the facility of interests and log in.

Step 2: From the **Home** page, select the **Request** tab.

Step 3: Select the facility specific **Project Request or Intake Form**.



Step 4: Provide any requested data on the form and **Submit** the request.

Project Creation Request

Note: there is no project request form active in this [facility's parameters](#). Only project administrators will be able to enter project requests from users using this page.

Make this request on behalf of:

Request details

Please enter a title for your project: *

Please enter a short abstract/description for your project:

Please enter or copy/paste the request below :

Submit request

Step 5: Your request will be sent to the facility for approval. Once approved, can view your project on your homepage under "My Projects." Reference your project when requesting services and reservations.

Reporting an Incident

Stratocore PPMS allows users to report instrument incidents such as instrument malfunction, shuts down unexpectedly, reboots during a session, etc. **If the severity of the incident is High, please contact the research facility immediately.**

Step 1: Go to the Stratocore PPMS <https://ppms.us/unebraska/start/>. Select the facility of interests and log in.

Step 2: From the **Home** page, scroll down and to **Report an Incident** tab.

Step 3: From the drop down, select the system (instrument) on which the incident occurred.

The screenshot shows the Stratocore PPMS Home page. At the top, there is a red navigation bar with links: Home, Book, Order, Documents, Statistics, Reports, Publications, Profile, Logout. Below the navigation bar, the page title is "Home" and the current user is "Erickson Anjeza (regular user view) restore administrator view".

The main content area is divided into two columns. The left column contains:

- Book a system:** A dropdown menu labeled "Systems available:" and a red "book" button.
- Report a Publication:** A section with a red "Report a publication" button. Text below reads: "Please report any publication that used MRI_UNL resources. This is very important for us when we submit grant applications or grant renewals, so thanks in advance for your help!"
- My Projects:** A section with the text "No projects on this core."
- Report an Incident:** A section with a dropdown menu labeled "Choose a system" and a red "Report" button. This section is highlighted with a blue border.
- Unvalidated Incidents:** A section with a plus icon and the text "Unvalidated Incidents".
- Current Incidents:** A section with the text "No current incidents to display."
- Interventions Planned:** A section with a plus icon and the text "Interventions Planned".
- iCal Remote Calendars:** A section with a plus icon and the text "iCal Remote Calendars".

The right column contains:

- Order a service or a consumable:** A dropdown menu labeled "Services/consumables available:" and a red "order" button.
- Orders - New:** A section with the text "No new orders on this core."
- Orders - Accepted:** A section with a plus icon and the text "Orders - Accepted".
- Quotes:** A section with the text "No new quotes on this core."
- My Order History:** A section with a plus icon and the text "My Order History".
- My Sessions:** A section with the text "No sessions booked on this core."
- Sessions Recently Cancelled:** A section with the text "No sessions recently cancelled on this core." and a link "Receive email notifications for new cancellations".
- My Documents:** A section with the text "No documents on this core."

Step 4: Select Report.

Step 5: Under Incident **Start:** Provide the date and time the incident started.

Step 6: Select the Severity: Low, Medium (partly dysfunctional), High (system down) *

Step 7: Provide a description of the incident.

Step 8: Optional: Upload a file related to the situation.

Step 9: Select Submit.

The screenshot shows a web interface for creating an incident. At the top left is a large red 'N' logo. To its right is the text 'PPMS for the Magnetic Resona'. Below this is a red navigation bar with white text: 'Home Book Order Documents Statistics Reports Publications'. The main heading is 'Create incident for Scheduling Calendar'. Below the heading is a red button labeled 'Select System'. The form contains three sections: 1. 'Incident start' with a date field containing '09-04-2025', a clear button (x), an hour dropdown set to '1pm', and a minute dropdown set to ':45m'. 2. 'Severity' with a dropdown menu currently showing 'Low'. 3. 'Precise description of the incident:' with a large empty text area. Below the text area is a red button labeled 'Upload a file' and a red error message 'Please enter a description.'. At the bottom of the form is a large red button labeled 'Submit'.