This user guide provides step-by-step guide for using PPMS in the IQ Core Facilities.

Table of Contents

[**1)** **Creating an Account** 2](#_Toc78187314)

[**2)** **Logging into PPMS** 4](#_Toc78187315)

[**3)** **Book a System** 5](#_Toc78187316)

[**4)** **Request Training** 7](#_Toc78187317)

### **Creating an Account**

If you are new to PPMS, you will need to create an account using your MSU credentials to login and use the system. Please follow these steps:

Step 1: Navigate to https://ppms.us/msu-iq

Step 2: Login with your MSU credentials (MSU NetID)

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*External users: Click Account creation request at the top of the page.*

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Step 4: Complete your user profile and the required account information and click Submit form. A valid account number is required for all internal users.

|  |  |
| --- | --- |
| *Internal MSU* | *External User* |
| Graphical user interface, text, application, email  Description automatically generated | Graphical user interface  Description automatically generated with low confidence |

### **Logging into PPMS**

To log in to the system, please follow these steps:

Step 1: Navigate to <https://ppms.us/msu-iq> and login with your MSU credentials (MSU NetID). If you are an external user, enter your PPMS username and password.

Graphical user interface, application

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Step 2: Login with your MSU credentials or, if you are an external affiliate, enter your PPMS username and password.

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| *Internal* | *External User* |
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### **Book a System**

To book a system, please follow these steps:

Step 1: From the *Home* page, open the Systems available dropdown and select the system.

Graphical user interface

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*Note: If the system you are looking for is not listed, it may be that you do not have permission to book. Click “Request a training” or contact the Core Manager directly.*

Step 2: You will be directed to the scheduling page. Verify the account number is correct. Click the checkbox(es) for the desired time slots and click Book the selected sessions at the bottom of the calendar.

Graphical user interface, application, table, Excel

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### **Request Training**

If you would like to request training for a system, please follow these steps:

Step 1: From the *Home* page, click request a training. Verify you are submitting this request to the correct instrument/facility.

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Step 2: Complete the form and click Submit request.

Graphical user interface, text, application, email

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You will be contacted by the Core staff to coordinate the training.