

First Time User Guide to PPMS Account Creation and Ordering

Functional Genomics Resources from the DRSC

Our reagents services can be requested at <https://ppms.us/hms-drsc/>. A list of all available reagents and specific instructions for ordering and PO creation can be found at the end of this document.

Account Creation Requests

The first time you access our PPMS system, you will need to submit an **account creation request**. Once it is approved by an administrator, you will be able to place a request.

How to create an account:

Click “**account creation request**” on the PPMS home page (i.e. the second option below sign-in). You will then be able to see a list of all the currently available reagents and services.

To complete registration so you can place request, click “continue” to advance to the next screen. Select your affiliation, “Harvard Medical School” or “NOT Harvard Medical School”.

Harvard-affiliated hospitals, please select “NOT Harvard Medical School” (Harvard-affiliate pricing will be applied based on “institution” or “group” information captured later in the registration process).

If your institution is HMS, please read on.

If your institution is NOT HMS, please go to page 4 for more relevant instructions.

PPMS account creation form

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: FGR facility, email: stephanie_mohr@hms.harvard.edu.
If you do not remember your password, you can [follow these instructions](#).

Please choose one of the following options:

- [Your institution is Harvard Medical School](#)
- [Your institution is NOT Harvard Medical School](#)

HMS researchers: please fill in the required information.

Please choose one of the following options:

[Your institution is Harvard Medical School](#)
 [Your institution is NOT Harvard Medical School](#)

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 jsmith@ instead of john.smith@)

Account number:
 (optional)

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

This will become your login
(login=full email address)

Please enter a 33---digit
internal billing code (if
known)

Group
 *
[My group is NOT in the list](#)

Submit form

Group= laboratory

If your lab is not in the group
dropdown menu, click “my
group is NOT in the list” and
follow the instructions to
create a new group

Please use your PI’s full name as the group name, i.e. Albert Einstein’s laboratory

Group
Select a group ▼
[My group is NOT in the list](#)

Group name *

Group director or PI name: (Lastname, Firstname) *

Group director or PI email: *

Group administrative contact name:

Group administrative contact email:

Group administrative contact phone:

Group administrative contact fax:

Group default account number:

Affiliation: *
Select your affiliation below ▼

Department: *

Submit form

Please select "HMS" as your affiliation

Click "submit" to complete the account creation request.

PPMS will notify us of a new account request. We will review and accept your request.

Once your account is approved you can log onto the system using your **e-mail** as your username. At that point, you can place requests. We will sometimes associate one or more request with a project to help define milestones and manage communication with you about the request(s).

Non-Harvard Medical School Users

Please fill in the required information

Please choose one of the following options:

- [Your institution is Harvard Medical School](#)
- [Your institution is NOT Harvard Medical School](#)

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 jsmith@ instead of john.smith@)

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
 *
[My group is NOT in the list](#)

Submit form

This will become your login
(login=full email address)

Group= laboratory

If your lab is not in the group dropdown menu, click "my group is NOT in the list" and follow the instructions to create a new group

Please use your PI's full name as the group name, i.e. Albert Einstein's laboratory

Group
 Select a group ▼
[My group is NOT in the list](#)

Group name *

Group director or PI name: (Lastname, Firstname) *

Group director or PI email: *

Group administrative contact name:

Group administrative contact email:

Group administrative contact phone:

Group administrative contact fax:

Affiliation: *

Select your affiliation below ▼

Department: *

Institution: *

Invoicing address: *

Submit form

Please select the appropriate affiliation (“affiliate”—Harvard Affiliate Hospital, i.e. DFCI, CHB, MGH; “nonHarvard”—everyone else, i.e. non-HMS, non-Harvard affiliated hospitals)



Click “submit” to complete the account creation request.

PPMS will notify us of a new account request. We will review and accept your request.

Once your account is approved you can log onto the system using your **e-mail** as your username. At that point, you can place requests. We will sometimes associate one or more request with a project to help define milestones and manage communication with you about the request(s).

If you have any problems with PPMS or questions, please contact us.

Stephanie Mohr, DRSC Director, stephanie_mohr@hms.harvard.edu

Available Reagents

<u>Drosophila cell-based RNAi reagents</u>		Min	Max	Unit price
#020002	Custom dsRNA synthesis	1	6	1200.00
#020034	DRSC Test Plate	2	6	2 : 62.50 3-6 : 58.33
#020027	Genome-wide RNAi Library	2	6	5000.00
#020001	PCR template 'cherry-pick'	1	5000	8.00
#020019	Sub-library of Autophagy-related Genes	2	15	706.00
#020021	Sub-library of G protein-coupled Receptors	2	15	826.00
#020003	Sub-library of Kinases and Phosphatases	2	15	1006.00
#020025	Sub-library of Membrane-bound Organelle-related Genes	2	15	645.00
#020023	Sub-library of RNA-binding Genes	2	15	766.00
#020013	Sub-library of TFs, Nuclear & DNA Binders	2	15	1066.00
#020012	Sub-library of Transmembrane Genes	2	15	2072.00
#020016	Sub-library of Ubiquitin-Related Genes	2	15	886.00

Ordering

Once your account is approved, you will be able to log in and place an order. To do so, simply change the quantity by clicking on that field and entering the appropriate number. PPMS will automatically calculate the final price.

Drosophila cell-based RNAi reagents		Min	Max	Incr.	Unit price	Quantity	Price
#020002	Custom dsRNA synthesis show description add a comment	1	6	1	1200.00	0	0.00
#020034	DRSC Test Plate show description add a comment	2	6	1	2 : 62.50 3-6 : 58.33	0	0.00
#020027	Genome-wide RNAi Library show description add a comment	2	6	1	5000.00	0	0.00
#020001	PCR template 'cherry-pick' show description add a comment	1	5000	1	8.00	5	40.00

After you click “Order”, a request form will pop up where you can enter all the relevant information for your order, i.e. concentrations, amplicon IDs, shipping and billing addresses, and PO number (or 33-digit billing code if you’re a Harvard user). You can see a sample form below.

To complete your order, please answer the questions below:

Please indicate the concentration of dsRNA in ng/ul (384-well plates).
For details on RNAi protocols see <http://www.flyrnai.org/DRSC-PRR.html>.

- I would like 5 ul at 50 ng/ul (recommended for bathing protocols by the DRSC)
- I would like 5 ul at 16 ng/ul (recommended for transfection protocols by the DRSC)

Do you know what kind of assay plates you want, or would you like us to give you suggestions? The standard plate types we carry are offered below.

- Corning 3570 384-well white opaque-bottom plates
- Corning 3712 384-well black clear-bottom plates
- Cell Carrier 6007558 384-well black clear-bottom plates (for Opera confocal microscopes; additional charges for this plate type will apply)
- I would like a different plate type than the options above (please indicate the vendor and part number of the plate you would like below. We will charge you for the plates, or you can send them to us directly)

Shipping Information

- local pickup
- please ship my samples to me

Billing Information

As of February 1st, 2016, we require a PO number (or 33-digit billing code) at the time you place your request in PPMS. It is a required field, so your order will not go through unless you enter information in that field. Please use the following address on your PO:

Accounts Receivable
Harvard University
P.O. Box 4999
Boston, MA 02212

Check to see if Harvard University is set up in your institution's ordering system prior to creating a PO.

If you need to set us up as a vendor or have any other questions regarding ordering or POs, please contact Cathryn at cathryn_king@hms.harvard.edu.