

PROCÉDURE	VERSION
HOW TO REQUEST A TRAINING OR A PROJECT @PBI ?	A

1. OBJET

PPMS userguide for first time user of the PBI core facility:

- How to request a training on a system?
- How to request a project?

2. PROCÉDURE

Internal user:

1. Visit our platform management system website: <https://ppms.eu/pasteur/login/?pf=2>
2. Login with your Institut Pasteur credentials
3. Go to the "Make a new request" Section and click on:
 - a. Request a training if you want to gain autonomous access to one of our systems
 - Click on: "Training Request for one technology (if you need more than one system, re fill this page) »
 - Fill in the form (use the description box to give us relevant information)
 - We treat our training requests every Monday morning and will contact you shortly after with practical information
 - b. Request/start a new project if you have a more complex request requiring either our expertise, multiple systems or would like to be assisted
 - Click on "request/start a new project"
 - Select the item of your choice between:
 - a. Appointment Request for project definition with PBI staff
 - b. Request for an assisted session
 - Fill in the form
 - We treat our requests every Monday morning and will contact you shortly after with practical information

Should you require additional help or if you don't hear from us within 2 weeks, do not hesitate to contact us (PBI.contact@pasteur.fr)

External user:

1. Visit our platform management system website: <https://ppms.eu/pasteur/login/?pf=2>
2. Login with your PPMS credentials
 - a. If you don't have a login yet, you will need first to request a login to our management system. To do so, when on the initial webpage (<https://ppms.eu/pasteur/login/?pf=2>), select "user account creation request" and follow the instructions on the page. Proceed to step b. once your access has been granted.
 - b. If you already have PPMS credentials, please login and proceed as described for internal users (see above)

Should you require additional help or if you do not hear from us within 2 weeks, do not hesitate to contact us (PBI.contact@pasteur.fr), we will guide throughout the process.

