Stratocore (PPMS) New GROUP (Lab/PI) set up for UC investigators:

1) Before starting the process please talk to your businessperson to have your default payment account string information available: The typical format for a grant: G100122-6262412003-1-10143XX  
   Fund-cost center-FA-Grant number

2) Connect to the UC Stratocore website at https://ppms.us/uc/start/, which should launch the page below:

3) Select the core facility you wish to use and then select account creation request (note that if you are already a registered user with any of the cores you can just select Login with your UC credential as indicated by the star):

4) Then select your institution as UC

5) When prompted you should login with your normal UC credential and then provide the requested information about your GROUP profile (see examples below) including selecting a department/division, a business contact and also creating a default account string to be used for charging your core activities. If you are uncertain about a specific field, you can leave it blank and we will work with you to include the necessary information.
Create a new group *(note that a PI is a designated group)*

**Example information**

Please use the 6+2 user format for email

Please enter your ORCID so we can track publications

Select this field to enter your default account string

Instructions for account creation are on the next page

You can add your designated business contract if you would like them to also receive billing invoices.

Pull down with dept/division

Not needed

Can designate a group manager once you staff register as users

Please save your profile
6) Creating a financial account

Please consult your finance person for full account string

**Select internal as account type**

This will fill automatically as you add the account string part below

It will also automatically validate against active account in the ÚC system

**Please include your name in the short description (e.g., Smith NCI R01 grant)**

Add a bit more detail as you see fit

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Fund</strong></td>
<td>Required</td>
</tr>
<tr>
<td><strong>Cost center</strong></td>
<td>Required</td>
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<tr>
<td><strong>FA</strong></td>
<td>Required</td>
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<tr>
<td><strong>Grant</strong></td>
<td>Only required if a grant number is available</td>
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<td><strong>ION</strong></td>
<td>Only needed if tracking as part of an internal order number</td>
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Please include an end date for grants and other accounts if available

Please save your account