

PPMS Account Creation Instructions

PPMS is going to be the system used for the booking of all machines and activities in the Makerspace. It will also allow for you to request training on machines that you have not yet completed the training for.

To create an account please follow the steps below. We would advise doing this on a desktop rather than a mobile device.

1. Go to <https://www.ppms.eu/bham/start/>
2. From the list of facilities select [School of Eng Makerspace \(Makerspace\)](#) (use the search bar to limit the list)

The screenshot shows the PPMS website interface. At the top is a blue header with a hamburger menu icon and the text 'PPMS'. Below the header is a section titled 'Start page' with a search bar. Underneath the search bar is a heading 'Facilities available in University of Birmingham:'. This is followed by a list of facilities, each preceded by a bullet point. The facility 'School of Eng Makerspace (Makerspace) details' is highlighted with a red rectangular box. Other facilities listed include 3 D Printing (3DP), Advanced Materials Characterisation Facility - Chemistry (AMC), Analytical Facility Chemistry (AFC), Birmingham Adv. Light Microscopy (BALM), Birmingham Centre for Energy Storage (BCES), Birmingham Tissue Analytics (BTA), Centre for Custom Medical Devices (CMD), Characterisation Facility - Metallurgy and Materials (CF), Collaborative Teaching Laboratory (CTL), Electron Microscopy (EM), Fork Lift (FORK), Fuel Cell Research Facility - Chemical Engineering (FCR), Genomics Birmingham (GenBham), Geography, Earth and Environmental Sciences (GEES), IBR Containment Level 3 Facility (IBR_CL3), Microencapsulation Facility - Chemical Engineering (MCAP), Microscopy Facilities (MF), Microstructure Labs - Chemical Engineering (Micro), Nano Materials Facility - Chemistry (NMC), Physical Properties Facility - Chemical Engineering (PP), Psychology (PSYC), School of Biosciences (Bioscience), School of Sport, Exercise and Rehabilitation Sciences (SportexR), Science City Facility - Chemical Engineering (SciCity), THz Measurement Facility (THZ), and Thermal Energy Research Accelerator (TERA).

PPMS

Start page

Search ...

Facilities available in University of Birmingham:

- 3 D Printing (3DP) details
- Advanced Materials Characterisation Facility - Chemistry (AMC) details
- Analytical Facility Chemistry (AFC) details
- Birmingham Adv. Light Microscopy (BALM) details
- Birmingham Centre for Energy Storage (BCES) details
- Birmingham Tissue Analytics (BTA) details
- Centre for Custom Medical Devices (CMD) details
- Characterisation Facility - Metallurgy and Materials (CF) details
- Collaborative Teaching Laboratory (CTL) details
- Electron Microscopy (EM) details
- Fork Lift (FORK) details
- Fuel Cell Research Facility - Chemical Engineering (FCR) details
- Genomics Birmingham (GenBham) details
- Geography, Earth and Environmental Sciences (GEES) details
- IBR Containment Level 3 Facility (IBR_CL3) details
- Microencapsulation Facility - Chemical Engineering (MCAP) details
- Microscopy Facilities (MF) details
- Microstructure Labs - Chemical Engineering (Micro) details
- Nano Materials Facility - Chemistry (NMC) details
- Physical Properties Facility - Chemical Engineering (PP) details
- Psychology (PSYC) details
- School of Biosciences (Bioscience) details
- **School of Eng Makerspace (Makerspace) details**
- School of Sport, Exercise and Rehabilitation Sciences (SportexR) details
- Science City Facility - Chemical Engineering (SciCity) details
- THz Measurement Facility (THZ) details
- Thermal Energy Research Accelerator (TERA) details

3. To create an account select [user account creation request](#)

☰

PPMS for the School of Eng Makerspace - Makerspace ▾

Login

Enter your username:

To find your username:

list of PPMS accounts ▾

Enter your password:

Login

- If you do not remember your password, you can [follow these instructions](#)
- If you do not have an account yet, you can fill in [a user account creation request](#)
- If you cannot login or have any trouble please contact: Makerspace facility, email:i.m.n.stead.1@bham.ac.uk,, phone:01214143708
- This core facility management system is also used by other core facilities. [Change core facility.](#)

4. Select [your institution is university of Birmingham](#)

☰

PPMS for the School of Eng Makerspace - Makerspace ▾

PPMS user account creation form

PPMS accounts on this system are used by the following facilities: University of Birmingham Flow Cytometry Services (UoBFC), Physical Properties Facility - Chemical Engineering (PP), Microscopy Facilities (MF), Genomics Birmingham (GenBham), Advanced Materials Characterisation Facility - Chemistry (AMC), Nano Materials Facility - Chemistry (NMC), Electron Microscopy (EM), Analytical Facility Chemistry (AFC), University of Birmingham Protein Expression Facility (UoBPPEF), Birmingham Centre for Energy Storage (BCES), Characterisation Facility - Metallurgy and Materials (CF), Geography, Earth and Environmental Sciences (GEES), Science City Facility - Chemical Engineering (SciCity), Fuel Cell Research Facility - Chemical Engineering (FCR), School of Sport, Exercise and Rehabilitation Sciences (SportexR), Collaborative Teaching Laboratory (CTL), Microencapsulation Facility - Chemical Engineering (MCAP), Thermal Energy Research Accelerator (TERA), THz Measurement Facility (THZ), Fork Lift (FORK), 3 D Printing (3DP), Centre for Custom Medical Devices (CMD), School of Biosciences (Bioscience), IBR Containment Level 3 Facility (IBR_CL3), [Microstructure Labs - Chemical Engineering](#) (Micro), Psychology (PSYC), Birmingham Tissue Analytics (BTA), Birmingham Adv. Light Microscopy (BALM), School of Eng Makerspace (Makerspace).

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: Makerspace facility, email:i.m.n.stead.1@bham.ac.uk,, phone:01214143708.
If you do not remember your password, you can follow these instructions.

Please choose one of the following options:

☒ Your institution is University of Birmingham

☐ Your institution is NOT University of Birmingham

5. In the form fill in your [first name](#), [last name](#), [phone number](#) and [student email address](#) (accounts requested using personal email addresses **will not** be approved)
6. A new dialogue box will open when you are asked to enter a financial account number. In the new box, select the account type as [UoB General Ledger](#) from the drop-down menu and in the [select or create an account](#) box type [C041-60847](#) and select [C041-60847 \(Makerspace\)](#)

Account number request

Select an account type

UoB General Ledger

▼ *

Type Description:

UoB Internal Account Code Cost Centre; Source of Funds e.g. C196 60946 Cost Centre is Letter then 3-digit number as allocated for School/Institute/Service Source of Funds is a 5 digit number account code allocated to that activity

Select or create an account

C041-60847

⌕

C041-60847 (Makerspace)

Create a new account (approval will be required)

7. Click [save](#) to return to the form
8. Enter the [password](#) you wish to use

9. When asked to [select a group](#) choose [lestyn Stead \(lestyn Stead\)](#) under the subsection of [University of Birmingham, dept Mechanical Engineering](#)

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PPMS for the School of Eng Makerspace - Makerspace ▾

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@ instead of firstname.lastname@)

Voelz, Kerstin (Voelz)

University of Birmingham, dept Mechanical Engineering

Anthony, Carl (Anthony)

Butt, Haider (Micro Engineering and Nanotechnology)

Cummins, Gerard (Biomedical Microsystems)

Daniel Espino (Biomedical Engineering)

Dearn, Karl (Mech Eng)

Dr. Nan Gao (Dr. Nan Gao)

Hingley Carl (Carl Hingley)

Hongming Xu (Vehicle and Engine Technology)

Heed, Richard (Machining Research Group)

lestyn Stead (lestyn Stead)

Johnson, Donna (Mech SD)

Khamis Essa (Advanced Manufacturing Lab)

Kong, Carol (STEEP)

Kyle Jiang (Jiang)

Prof. Dimov Stefan (Laser Processing Group)

Raya K. Al Dadah (Dr.Raya)

Sein Leung, Soo (Advanced Machining Group)

Shepherd, Duncan (Duncan Shepherd)

Select a group ▾

* [filter](#)

My group is NOT in the list

code eg, C123-64321 or C123-1.1-1000123 pattern)

10. Click [Submit form](#)

Once you have submitted the form it will be sent for approval. Once approved you will receive an email to inform you that your account has been approved.

PPMS for the School of Eng Makerspace - Makerspace ▾

Home **Account creation request** Schedules Statistics Logout

Account creation request

Your account creation request status

Your account creation request (ref. #7732) has been successfully recorded and will need to be validated by an administrator.

Thank you for your request, our standard delivery time to process new accounts is 3 working days. Once your account has been validated you will receive a confirmation email.

Documents for your account

To complete your account creation, you have to read and approve the following document(s):

- Induction Agreement (Makerspace) - this document will need to be agreed to online

While your request is awaiting validation

To request training please fill out the form at the following URL:
<https://ppms.eu/bham/req/?pf=49>

[Back to homepage](#)

The approval email will be sent from no-reply@mail.ppms.info

When your account has been approved, you can then sign in using your [username](#) and [password](#) that you set.

Your username is the start of your student email address (eg. For an email address of ABC123@student.bham.ac.uk the username would be ABC123).

When you first sign in you will be asked to agree to the Makerspace Induction Agreement.

My Documents

Document title:

Induction Agreement (Makerspace)

Document content:

Please read the below Makerspace Induction Form carefully to ensure you understand how to safely work in the Makerspace.

Common Sense

General laboratory method statement and operating procedure must be followed.

Standard Operating Procedures are found adjoined to their respective equipment.

In the event of a pandemic additional risk assessments must be followed. Limited availability of machines is to be expected and access could be revoked.

Only trained and authorised users must use the machines. If you haven't attended a training session, book one in on the CANVAS page.

In the event of an issue, emergency shutdown procedures for the machine are detailed on each machine! If in doubt stop it!

Laboratory panic buttons to stop electrical supply to the lab and shut down are located around the walls of the rooms. Press in emergency.

Basic workshop rules should be followed: These are the safety rules for the workshop. They are based on many years of experience and are essential for working safely in the shop.

The nearest fire extinguisher is on the left hand side of the wall. The fire alarm is located on the right as you leave the Makerspace.

Contact a fire warden as soon as possible (In the front reception or Richard Hood).

Personal Safety

Eye protection must be worn at all times when in the workshop when required by the equipment being used.

No person can work in the any shop alone. You must have at least one other person with you. If there is an accident, the other person can call for help and come to your aid.

Obtain first aid immediately for any injury. Report all accidents/injuries to a monitor and/or instructor, no matter how insignificant they may seem at the time. This will help us to mitigate hazards in the future.

Do not operate machinery that you have not been authorized to use. This will protect both you and the equipment from harm.

Only people on the authorized list for a particular piece of equipment are permitted to use said piece of equipment. If you have not been trained on a piece of equipment do not attempt to use it.

Access to the Makerspace is forbidden except for authorised persons or for users booked on and trained on a piece of equipment for that day.

No pets are allowed in the workshop. Pets are a distraction and become a tripping hazard by roaming the shop floor (Except Spot).

Do not operate machinery that you have not been authorized to use. This will protect both you and the equipment from harm.

Dress Code

No open-toed shoes or high heels allowed. To provide secure footing, choose shoes with softer soles and stable platforms. Wearing appropriate footwear will help protect feet from falling objects and hot sparks or chips.

No loose clothing allowed. This includes but is not limited to ties, scarves, lanyards and loose-sleeved shirts. Short sleeves or sleeves rolled above the elbow are preferred. When welding, long sleeves are required for protection from arc-flash and metal sparks.

Remove all jewelry that could be caught in moving machinery. This includes rings and loose bracelets. Remove necklaces and the like, if not securely restrained.

Restrain all hair, including beards, that has potential for entanglement with moving machinery.

Wearing of gloves when working on moving machinery is prohibited. Gloves can easily become entangled in moving machinery and thus are not allowed.

The only exceptions to this rule are:

> The wearing of gloves while using a bench or portable grinder or buffing wheel.

> The wearing membranous gloves (such as latex or nitrile) for personal protection from chemicals or contamination control

Maintenance

Do not attempt to oil, clean, adjust or repair any machine while it is running. Performing maintenance on moving machinery is dangerous for obvious reasons.

Ensure that all machine guarding is in place and functioning properly. Inform the monitor if the guarding is damaged or malfunctioning.

Some machines must not be left running unattended! Make sure you are comfortable with your Standard Operating Procedure.

Always keep hands, hair, feet, etc. clear of all moving machinery at all times. Be aware of all moving parts, especially cutting tools and chucks.

Listen to the machine(s)—if something does not sound right, shut it down. If the machine sounds abnormal to you, it probably is not operating properly.

Inform the shop monitor of problems.

Work Practices

Make sure you are comfortable with your Standard Operating Procedure. Standard Operating Procedures and logbooks are included. Log your use of the machine and the state that you found it in.

Heavy or unwieldy work pieces often require special support structures to machine safely. Ask for help if you are unsure if your work piece requires additional support.

When working with another person only one person should operate the machine.

Do not lean against the machines; it is poor etiquette. If you need a rest, grab a chair. Guarding can often move.

Do not talk unnecessarily while operating a machine. Do not talk to others while they are operating a machine. Do not become a distraction to others.

Concentrate on the work and the machine at all times; it only takes a moment for an accident to occur. If you must talk, turn off the machine.

Be sure you have sufficient light to see clearly when performing any job. Well lit workspaces are much safer and less straining on the operator.

Work at a pace that is comfortable for you. Rushing will compromise safe working practices, along with part quality, and will increase the chance of damaging equipment.

Design for manufacture. Think whether you are making a piece in the correct way to minimise the effort spent creating a part. If in doubt, ask a monitor.

If you do not know how to do something—ASK! Do not engage in any activity that may have unusual risk. Trust your judgment. Check with the monitor if you have any doubts about what you are doing.

Excessively loud music is prohibited. You need to hear operation of machines and be able to have conversation. Headphones and earbuds are never allowed.

Shop Cleanliness

Keep floors free of, oil, grease or any other liquid. Clean up spilled liquids immediately, they are slipping hazards.

If you have an exotic material - talk to a monitor. do not attempt to use unauthorised materials on the machines.

Store materials in such a way that they cannot become tripping hazards. Immediately return all excess material to its proper storage place.

Put tools away when not in use. This prevents loss of tools and also makes them available to others.

Place all scrap in scrap containers.

Stop work 10 minutes prior to the time you need to leave the Makerspace. This will provide ample time to clean and replace tools to their homes

KEEP THE SHOP CLEAN AT ALL TIMES. It is all of our responsibility to keep the shop clean. There is no excuse for a cluttered or messy workspace. If your workspace is cluttered, then you are working too fast. Slow down. Know this: you will not anger someone if you clean up after them. In fact, they will likely do the same for you

To continue, please check the check box below and the submit button.

☐ I agree

Once you have agreed to this you will be asked for an ORCID number. This doesn't apply to undergraduate students so you can click [skip/continue to homepage](#)

There is currently no ORCID identifier linked to your user profile

Type in your personal ORCID if you have one :


We found this result on orcid.org:

0000-0002-9852-7614  - Coldrick Kenneth

There is currently no ORCID identifier linked to your group's profile (lestyn Stead).

Please type in your group's principal investigator's ORCID :

We found this result on orcid.org:

0000-0003-0573-1761  - Stead lestyn

Use [orcid.org](#)  to search or register your ORCID identifier

[Skip/continue to home page](#)

Your account has now been created.

Using PPMS

Below is an image of the home screen of the PPMS software.

The screenshot shows the PPMS home screen for the School of Eng Makerspace. The header is dark blue with the title 'PPMS for the School of Eng Makerspace - Makerspace' and a dropdown arrow. Below the header is a navigation bar with links: Home, Book, Request, Documents, Schedules, Statistics, Reports, Publications, Profile, and Logout. The main content area has a 'Home' heading and a user status 'Current user: Coldrick - student Rhys'. A 'Book a system:' section contains a 'Systems available:' dropdown and a 'book' button. Below this is a 'Make a new request: request a training' link. Two buttons are present: 'Restore Default Sections' and '+ Add a New Section to the Home Page'. The main content is organized into a grid of six sections: 'Report a Publication', 'My Sessions' (with 'No sessions booked on this core.'), 'My Projects' (with 'No projects on this core.'), 'Sessions Recently Cancelled', 'Report an Incident' (with a 'Choose a system' dropdown and a 'Report' button), and 'Training' (with 'Training requests' and 'No current training requests on this core.'). Each section has a title, a description, and icons for refresh, expand, and delete.

PPMS for the School of Eng Makerspace - Makerspace

[Home](#) [Book](#) [Request](#) [Documents](#) [Schedules](#) [Statistics](#) [Reports](#) [Publications](#) [Profile](#) [Logout](#)

Home Current user: Coldrick - student Rhys

Book a system:

Systems available: book

Make a new request: [request a training](#)

[Restore Default Sections](#) [+ Add a New Section to the Home Page](#)

Report a Publication

My Sessions
No sessions booked on this core.

My Projects
No projects on this core.

Sessions Recently Cancelled

Report an Incident
Choose a system Report

Training
Training requests
No current training requests on this core.

Under the [book a system](#) drop-down menu you will be able to see all machines that you are able to book. If the machine you are wanting to use is not in this list then you can use the [request a training](#) form to request a training session on the machine.

To book a machine:

1. Select the machine that you wish to book

Home Current user: Coldrick - student Rhys

Book a system:

Systems available: ▼

3D Printer

Tiertime UP300 FDM 16 (105)

Tiertime UP300 FDM 17 (105)

Tiertime UP300 FDM 18 (105)

Tiertime UP300 FDM 19 (105)

Tiertime UP300 FDM 20 (105)

book

+ Add a New Section to the Home Page

[Report a Publication](#)

[My Sessions](#)
No sessions booked on this core.

[My Projects](#)
No projects on this core.

[Sessions Recently Cancelled](#)

2. Select the **project** that your print is related to and select the **time** that you would like to book the machine for.

3D Printer Tiertime UP300 FDM 16 (105)

Systems available: ▼

Week 46, from the 14/11/2022 to the 20/11/2022

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

Project: No project selected filter

A project is required to book sessions

My projects

- BrumEco
- Final Year Projects
- Integrated Design Project
- Personal Useage**
- UBRacing

Financial account #

	Monday 14/11/2022	Tuesday 15/11/2022	Wednesday 16/11/2022	Thursday 17/11/2022	Friday 18/11/2022	Saturday 19/11/2022	Sunday 20/11/2022
08:00				<input type="checkbox"/>	<input type="checkbox"/>		
09:00				<input type="checkbox"/>	<input type="checkbox"/>		
10:00			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11:00			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12:00			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13:00			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14:00			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15:00			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16:00			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

[Book the selected sessions](#)

3. Click **Book the selected session**

4. Fill in the booking form with the details of your project and click [Complete Booking](#)

The screenshot shows a web form titled "Booking Form - Tiertime UP300 FDM 16". The form is for a "Machine Booking Form" for a "3D Printer Tiertime UP300 FDM 16". It instructs the user to "Please upload the .stl or .step file for the part to be printed." and provides an "Upload a file" button. Below this is a text input field for "Colour preference? Please enter 'none' if you have no preference." with a red asterisk indicating it is required. Further down is a section for "Layer thickness?" with a red asterisk, containing radio button options for 0.1, 0.15, 0.2, 0.25, 0.3, and "Other". Below that is a section for "Infill?" with a red asterisk, containing radio button options for 13%, 20%, and 65%. At the bottom of the form are two buttons: "Cancel" and "Complete Booking".

Booking Form - Tiertime UP300 FDM 16

Machine Booking Form

3D Printer Tiertime UP300 FDM 16

Please upload the .stl or .step file for the part to be printed.

[Upload a file](#)

Colour preference? Please enter 'none' if you have no preference. *

Layer thickness? *

☐ 0.1

☐ 0.15

☐ 0.2

☐ 0.25

☐ 0.3

☐ Other

Infill? *

☐ 13%

☐ 20%

☐ 65%

[Cancel](#) [Complete Booking](#)

Your booking is now complete. Once you have completed your booking it will be sent for approval and once approved you will receive an email confirming your booking.

To request a training session:

1. Click [request a training](#)

PPMS for the School of Eng Makerspace - Makerspace

[Home](#)[Book](#)[Request](#)[Documents](#)[Schedules](#)[Statistics](#)[Reports](#)[Publications](#)[Profile](#)[Logout](#)

Home

Current user: Coldrick - student Rhys

Book a system:

Systems available:

book

Make a new request: request a training

Restore Default Sections

+ Add a New Section to the Home Page

Report a Publication

No sessions booked on this core.

My Sessions

No sessions booked on this core.

My Projects

No projects on this core.

Sessions Recently Cancelled

Report an Incident

Choose a system

Report

Training

Training requests

No current training requests on this core.

2. Click **Training Request**

Training Requests

Please select one of the following forms:

- Training Request

Training activity

There is(are) currently 1 pending request(s) for training in this core facility
(training requests may be processed simultaneously by the core staff)

3. Complete the training request form and click [submit request](#)

Training Request

Please answer the questions below:

Training Request Form

First Name: *

Last Name: *

ID Number: *

Email Address: *

Degree course: *

- ☐ Undergraduate Year 1
- ☐ Undergraduate Year 2
- ☐ Undergraduate Year 3
- ☐ Undergraduate Year 4
- ☐ Undergraduate Year 5
- ☐ Postgraduate

I would like to train: *

- ☐ Basic FDM (Tiertimes)
- ☐ Advanced FDM (Ultimakers)
- ☐ Resin Printing

Once you have submitted your request it will be sent for approval and once approved you will receive email confirmation of your training session