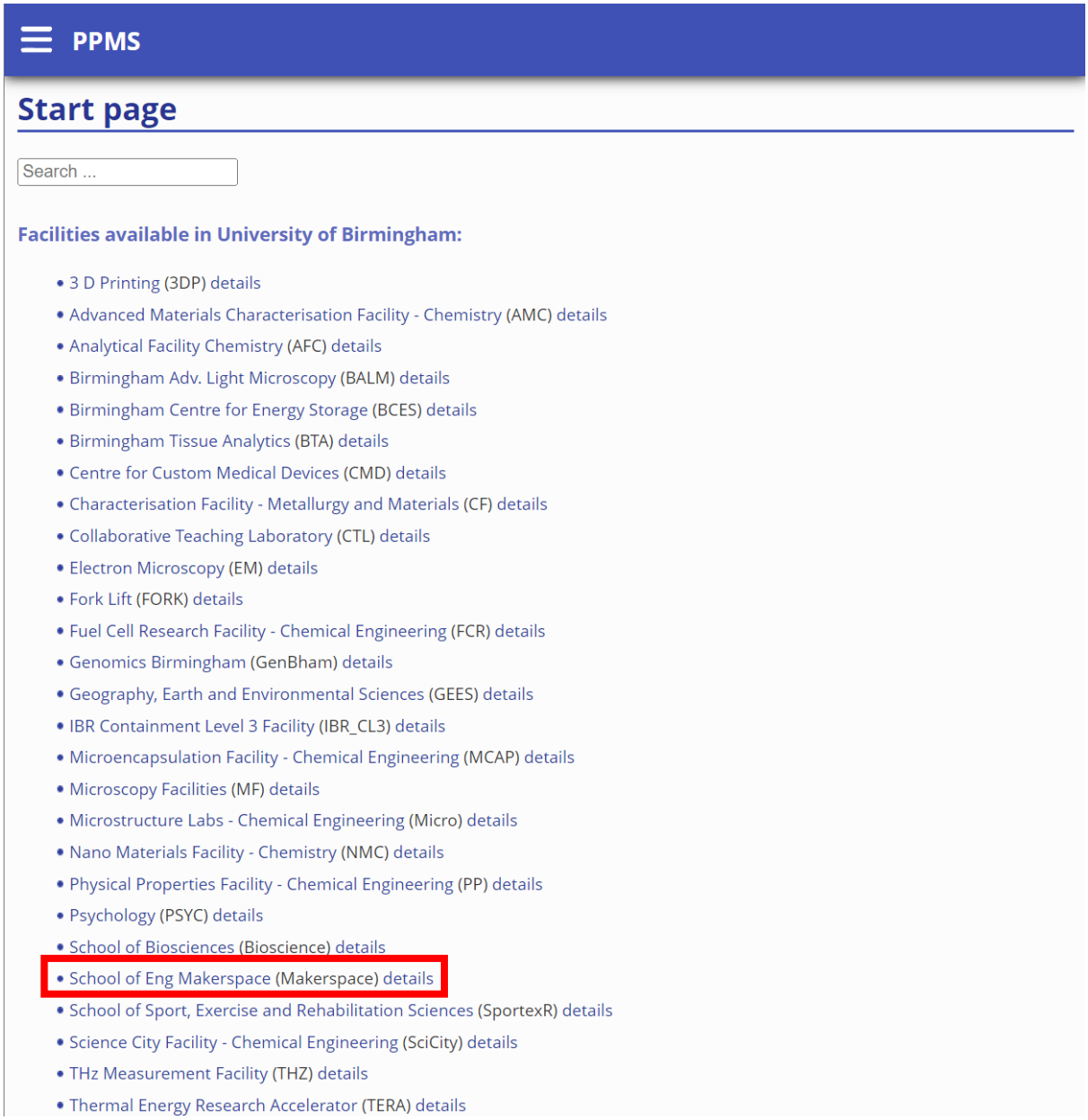
PPMS Account Creation Instructions

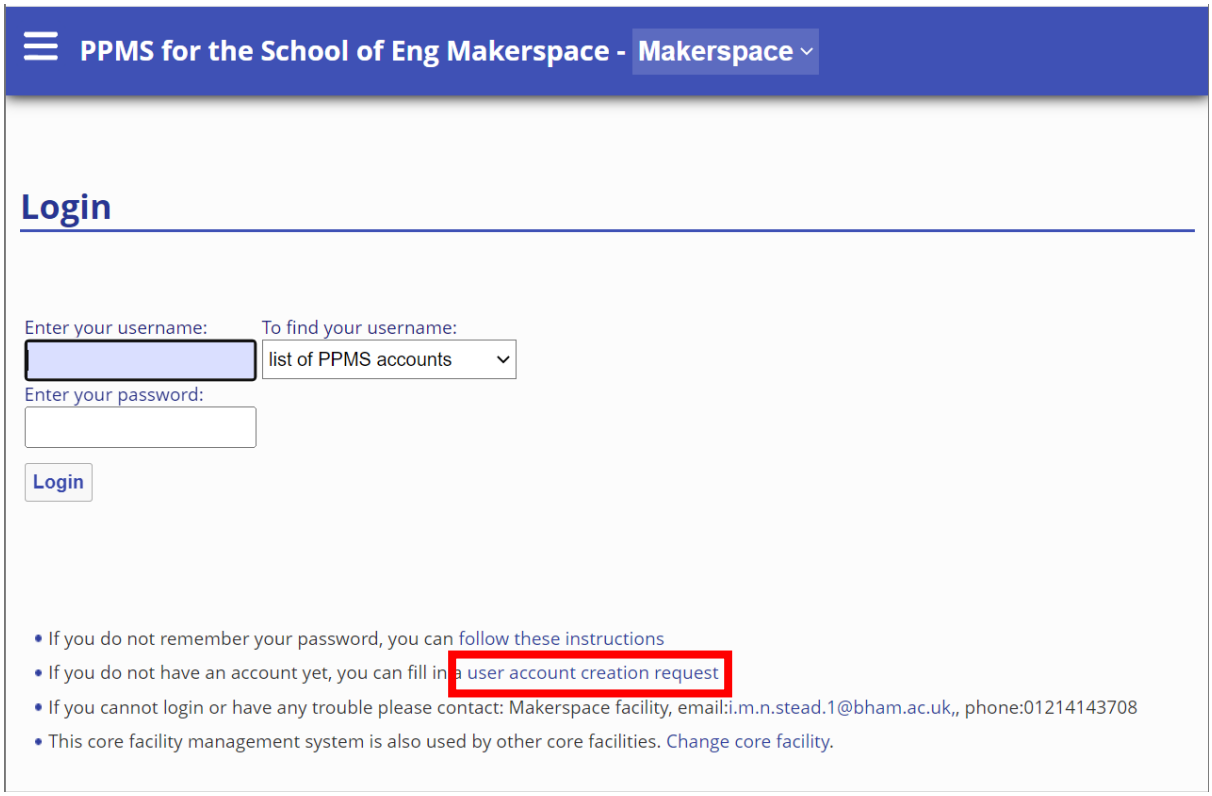
PPMS is going to be the system used for the booking of all machines and activities in the Makerspace. It will also allow for you to request training on machines that you have not yet completed the training for.

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

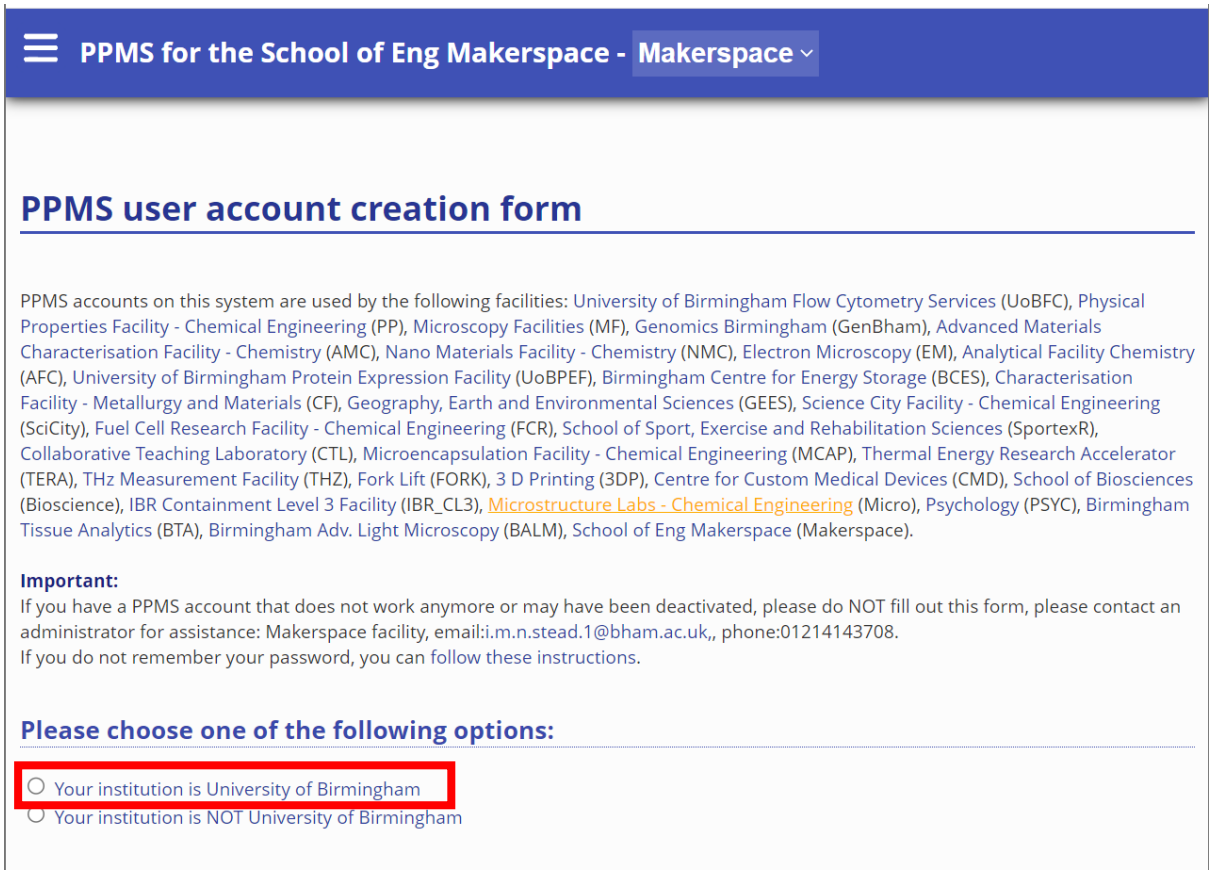
1. Go to https://www.ppms.eu/bham/start/
2. From the list of facilities select School of Eng Makerspace (Makerspace)
   (use the search bar to limit the list)



3. To create an account select user account creation request

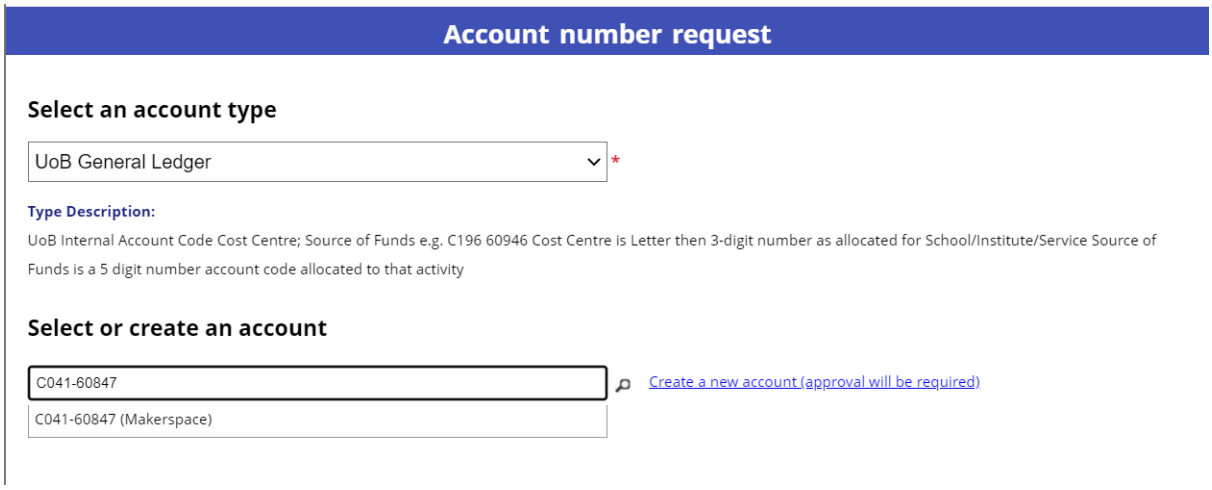


4. Select your institution is university of Birmingham



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)

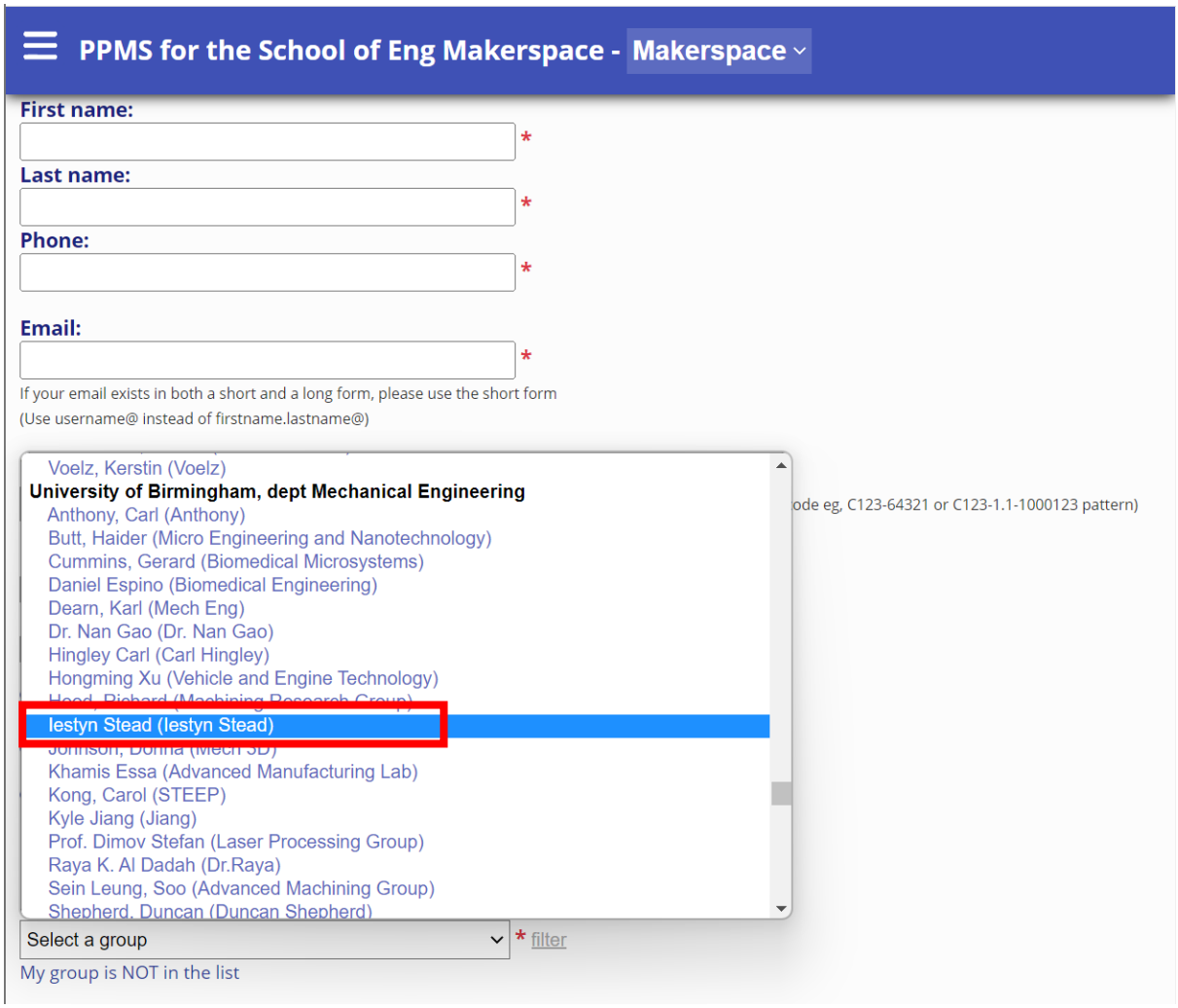
6. A new dialogue box will open when you are asked to enter a financial account number. In the new box, select the account type as UoB General Ledger from the drop-down menu and in the select or create an account box type C041-60847 and select C041-60847 (Makerspace)



7. Click save to return to the form

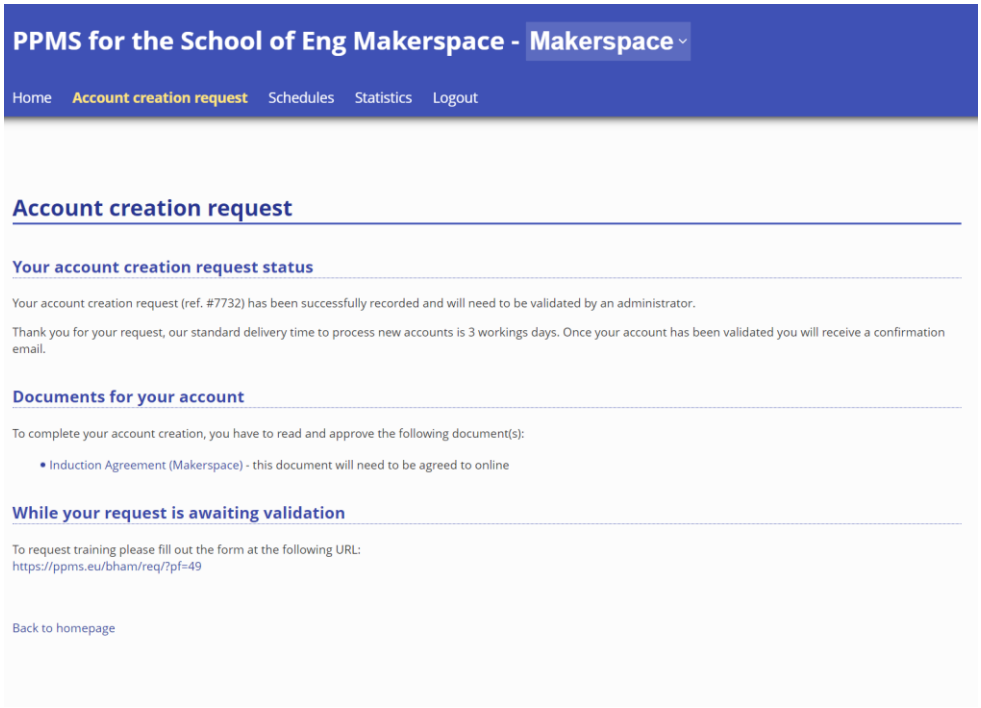
8. Enter the password you wish to use

9. When asked to select a group choose Iestyn Stead (Iestyn Stead) under the subsection of University of Birmingham, dept Mechanical Engineering



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.



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

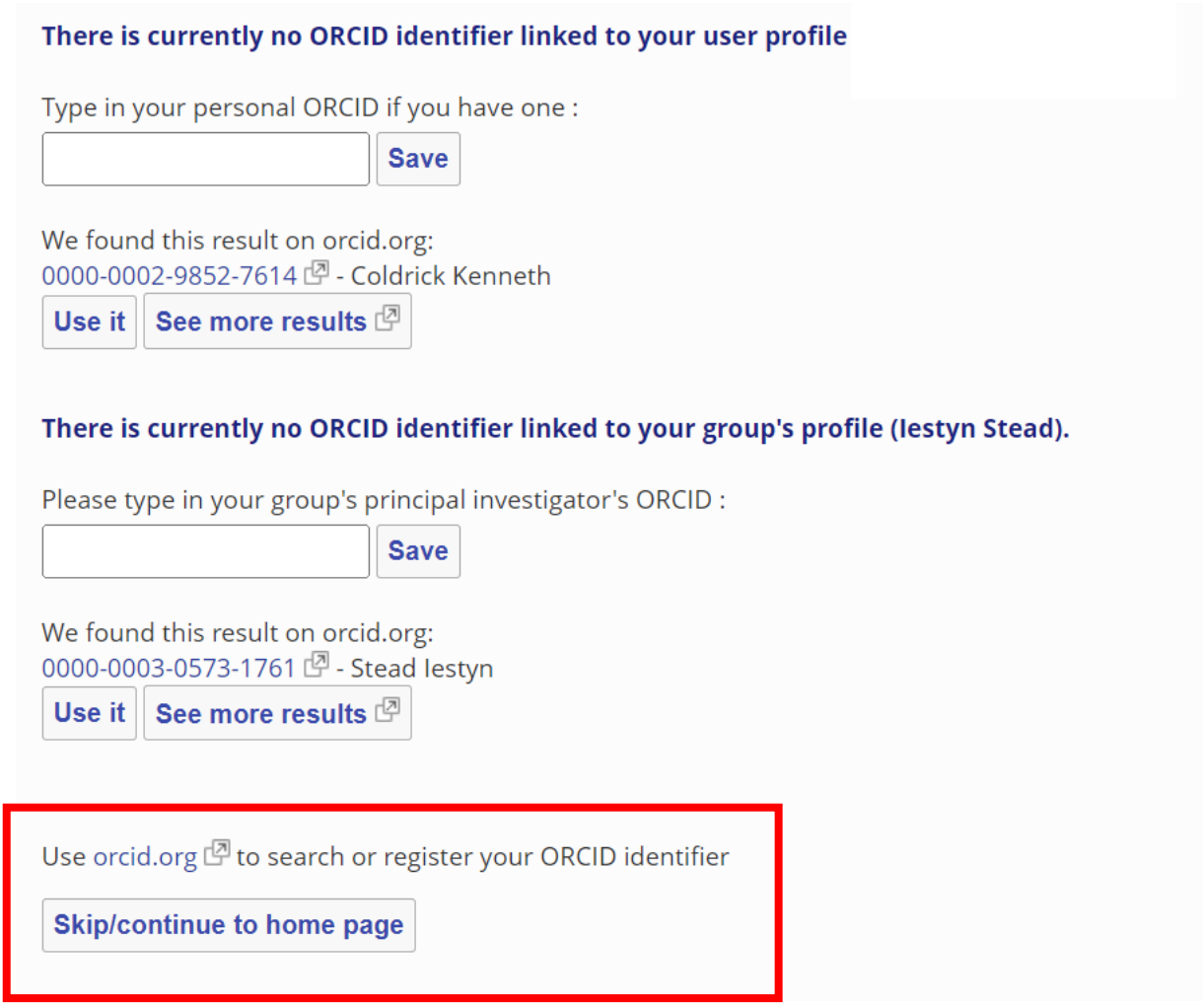
Keep floors free of, oil, grease or any other liquid. Clean up spilled liquids immediately, they are slipping hazards.
If you have an exotic material - talk to a monitor. do not attempt to use unauthorised materials on the machines.
Store materials in such a way that they cannot become tripping hazards. 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

submit

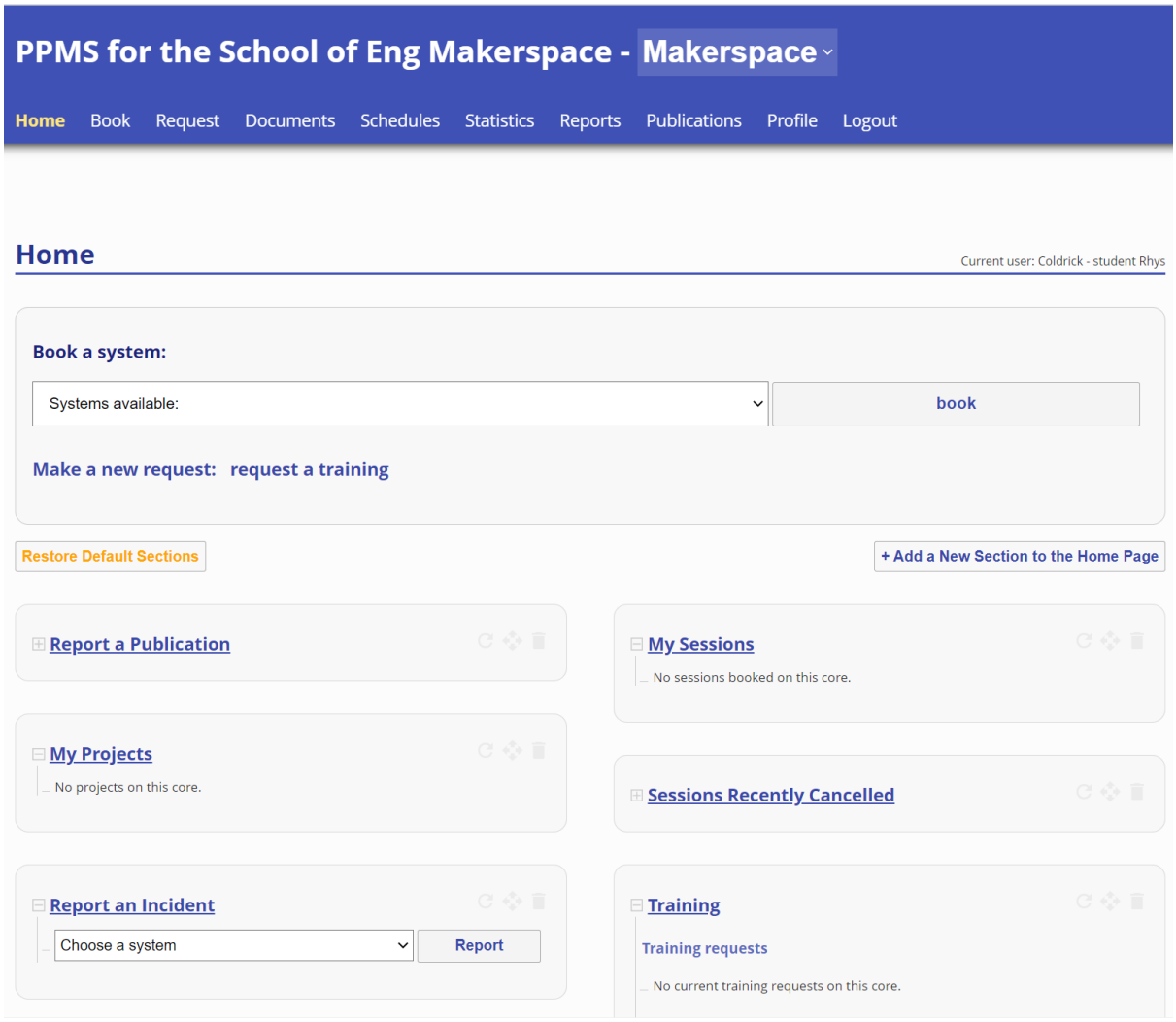
Once you have agreed to this you will be asked for an ORCID number. This doesn't apply to undergraduate students so you can click skip/continue to homepage



Your account has now been created.

Using PPMS

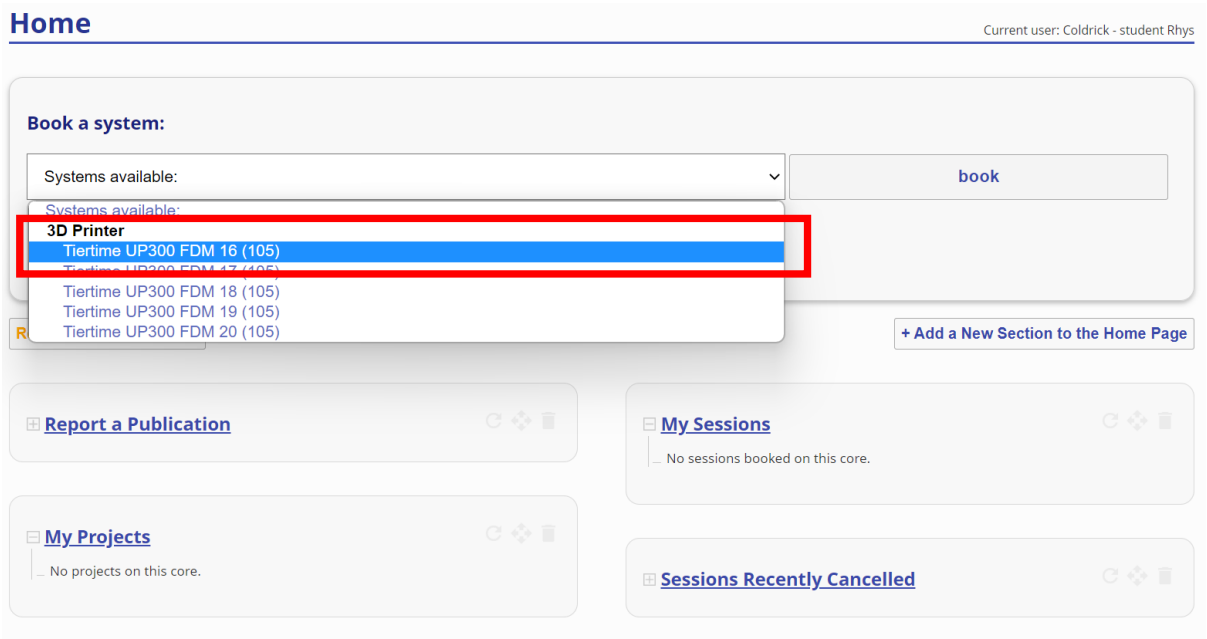
Below is an image of the home screen of the PPMS software.



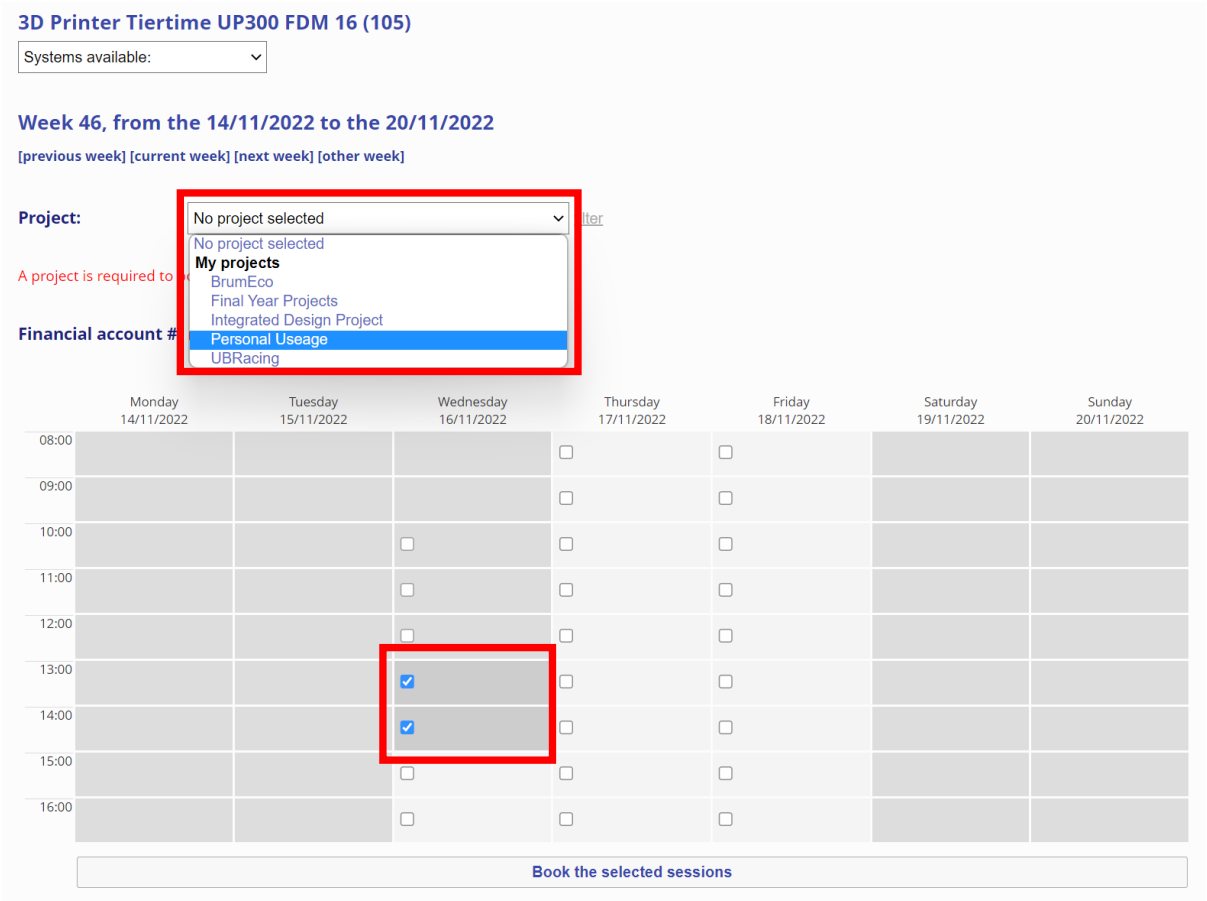
Under the book a system drop-down menu you will be able to see all machines that you are able to book. If the machine you are wanting to use is not in this list then you can use the request a training form to request a training session on the machine.

To book a machine:

1. Select the machine that you wish to book

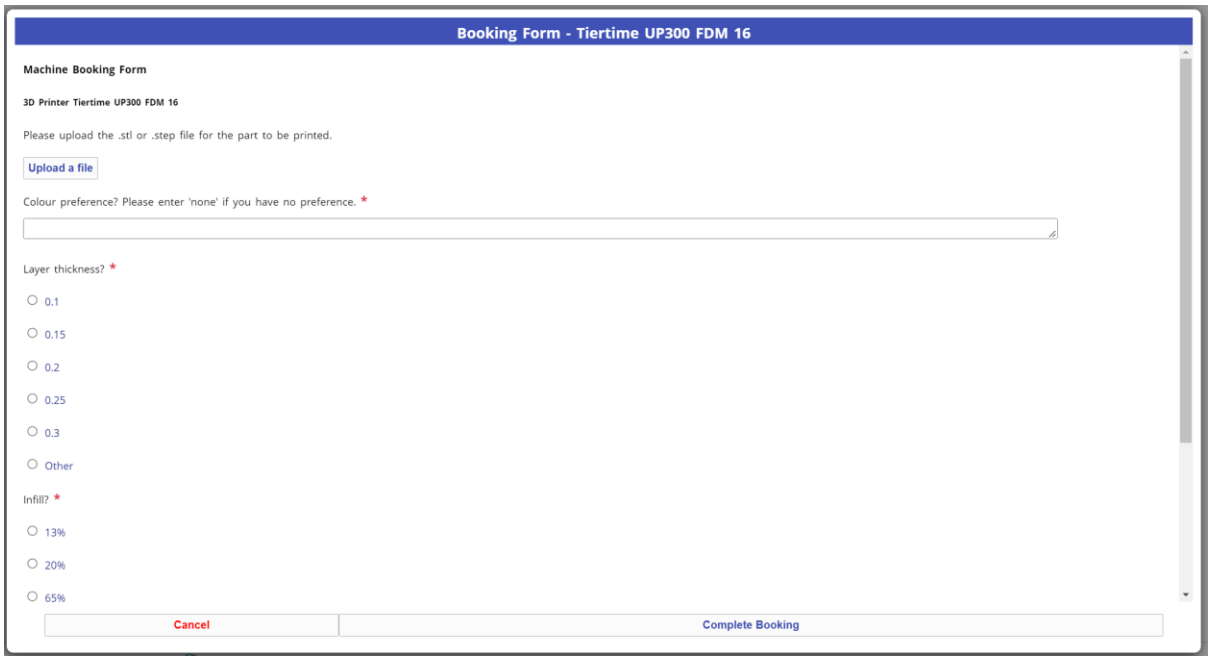


2. Select the project that your print is related to and select the time that you would like to book the machine for.



3. Click Book the selected session

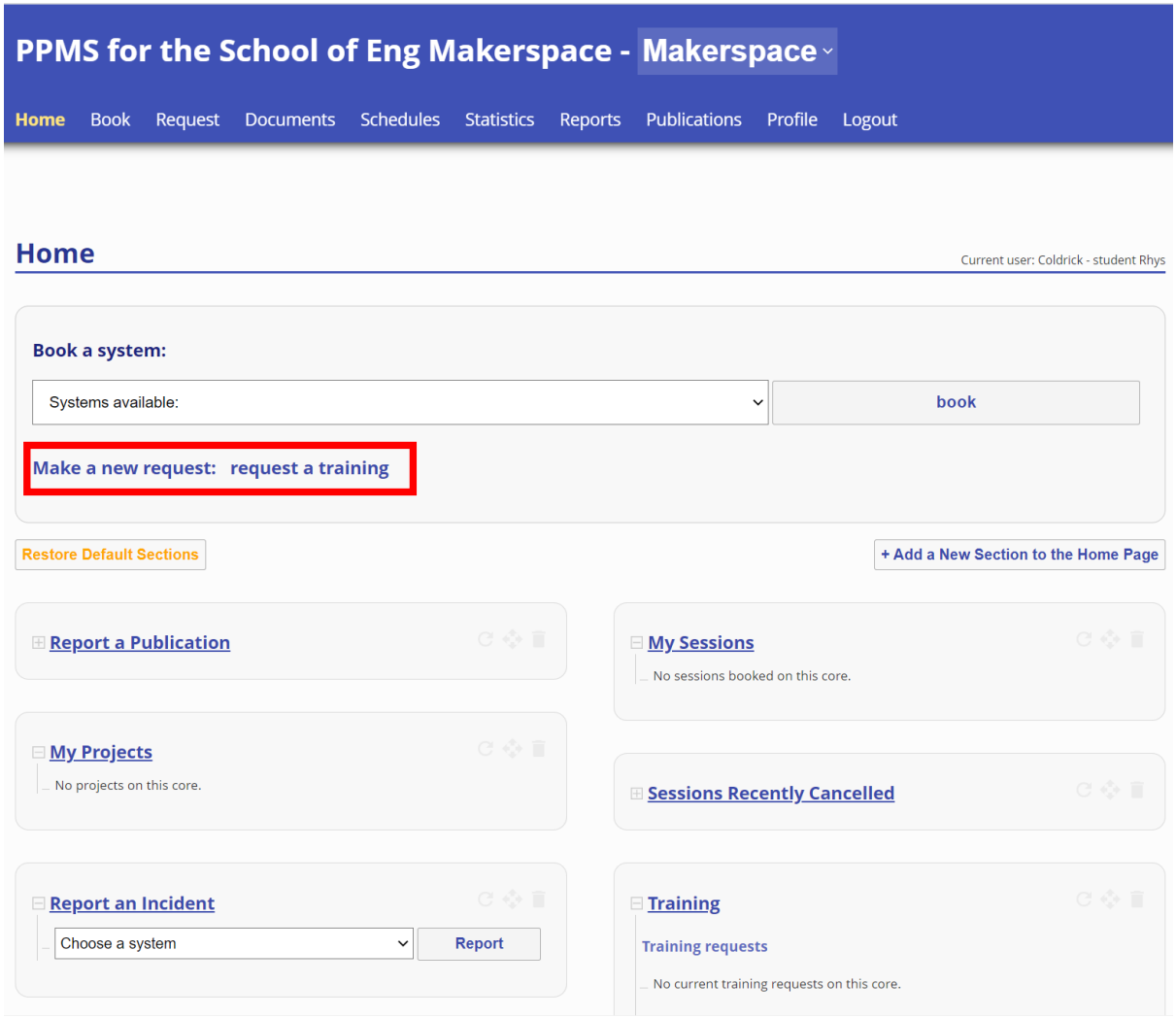
4. Fill in the booking form with the details of your project and click Complete Booking



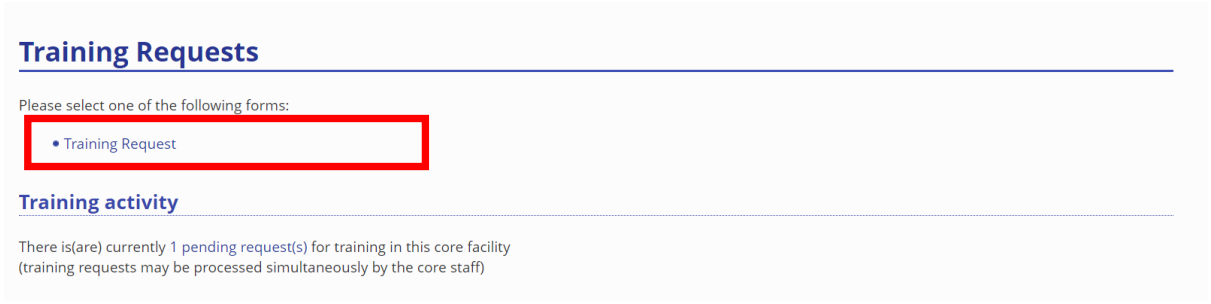
Your booking is now complete. Once you have completed your booking it will be sent for approval and once approved you will receive an email confirming your booking.

To request a training session:

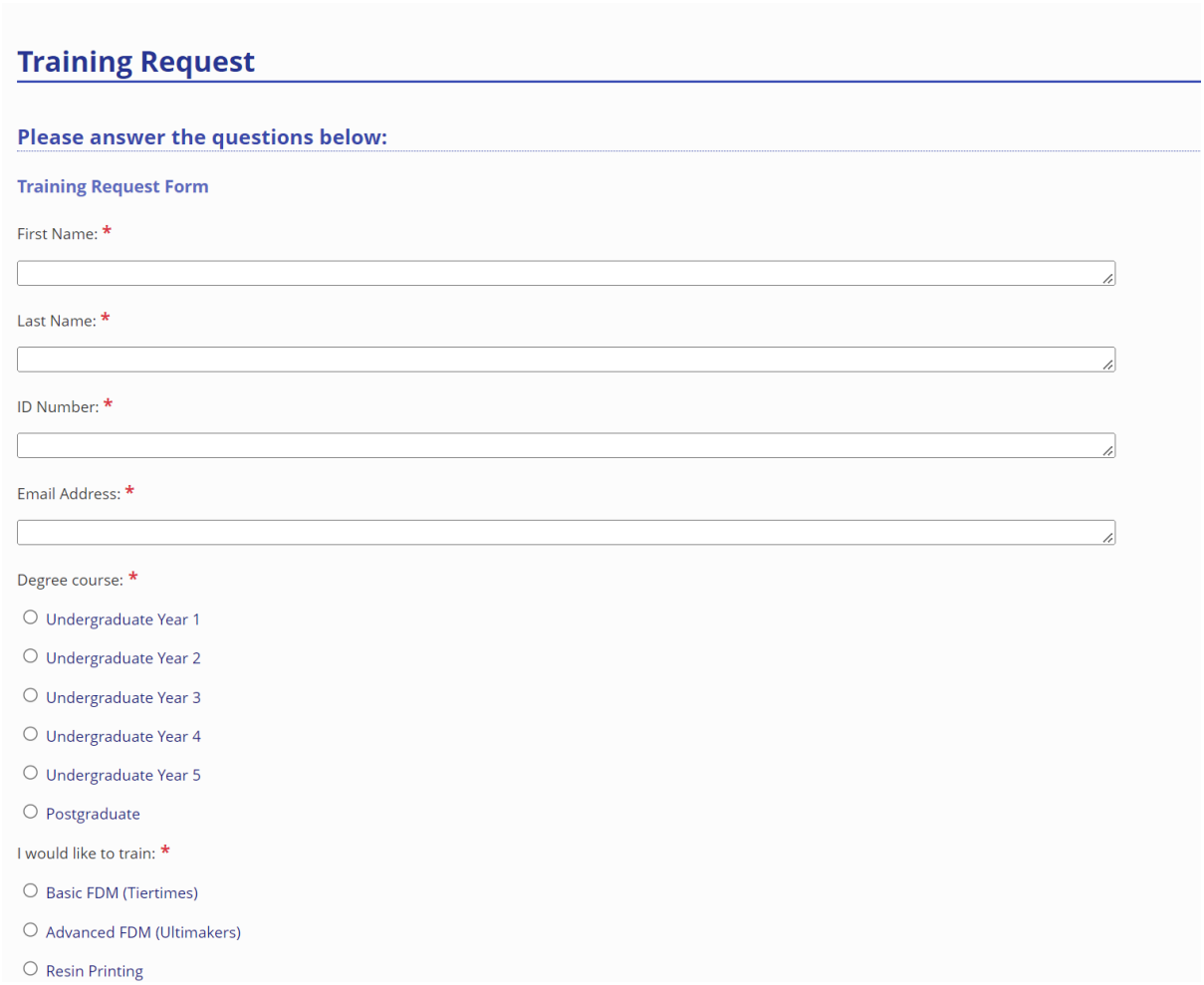
1. Click request a training



2. Click Training Request



3. Compete 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