

New STTARR User Onboarding

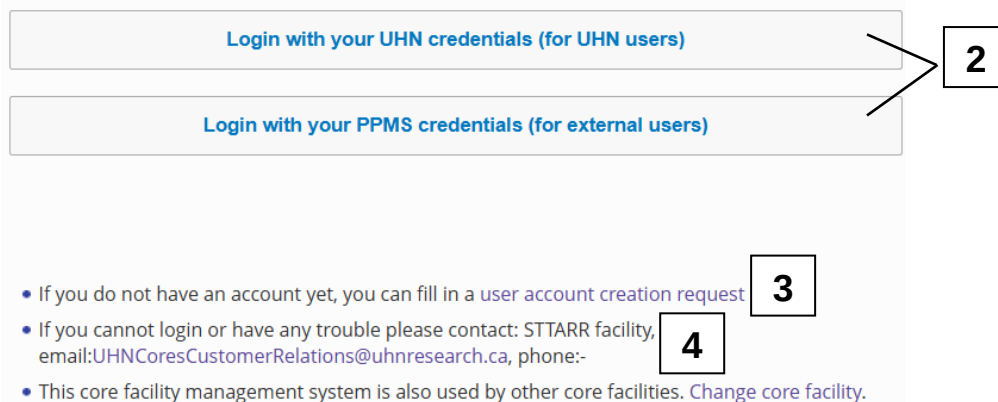
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A. Stratocore Account Creation and New STTARR Users

1. Browse to <https://ppms.us/uhn/login/?pf=4>

Login

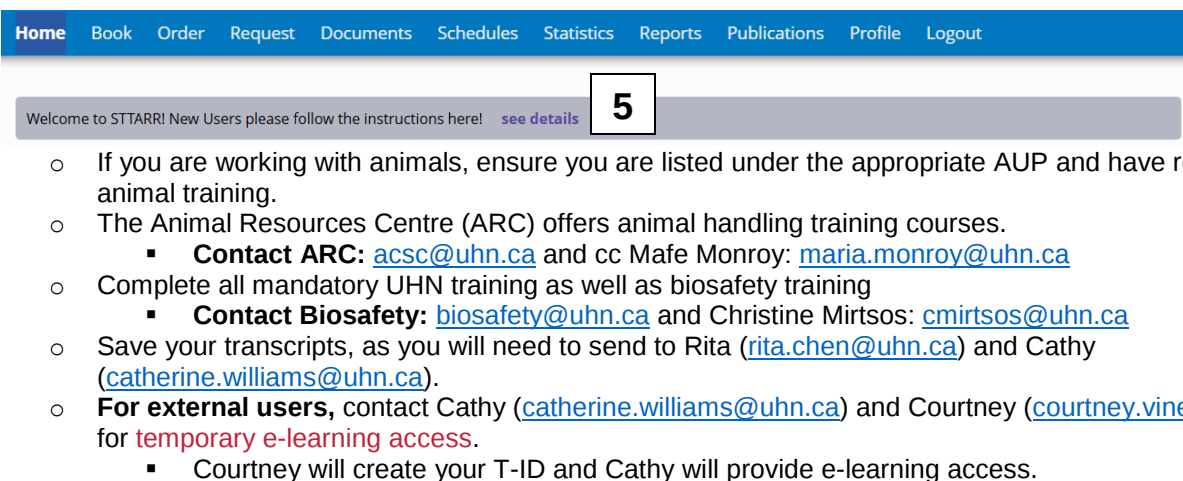


Login with your UHN credentials (for UHN users)

Login with your PPMS credentials (for external users)

- 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: STTARR facility, email: UHNCoresCustomerRelations@uhnresearch.ca, phone:-
- This core facility management system is also used by other core facilities. [Change core facility.](#)

2. If you already have login credentials, then login with your UHN credentials or PPMS credentials.
3. If you do not have any login credentials, fill in a [user account creation request](#). Approval within 24-48 hours.
4. If you have trouble logging in, contact: UHNCoresCustomerRelations@uhnresearch.ca and copy Rita Chen (rita.chen@uhn.ca)
5. FOR NEW USERS ONLY: Once logged in, review STTARR's policies located at the top of the page.



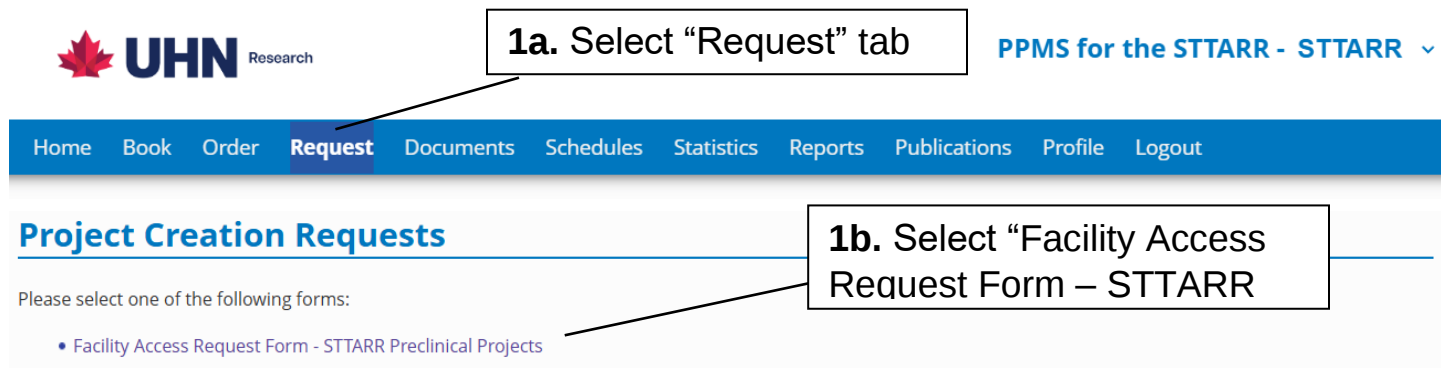
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Welcome to STTARR! New Users please follow the instructions here! [see details](#)

- If you are working with animals, ensure you are listed under the appropriate AUP and have received animal training.
- The Animal Resources Centre (ARC) offers animal handling training courses.
 - **Contact ARC:** acsc@uhn.ca and cc Mafe Monroy: maria.monroy@uhn.ca
- Complete all mandatory UHN training as well as biosafety training
 - **Contact Biosafety:** biosafety@uhn.ca and Christine Mirtsos: cmirtsos@uhn.ca
- Save your transcripts, as you will need to send to Rita (rita.chen@uhn.ca) and Cathy (catherine.williams@uhn.ca).
- **For external users,** contact Cathy (catherine.williams@uhn.ca) and Courtney (courtney.viner@uhn.ca) for **temporary e-learning access**.
 - Courtney will create your T-ID and Cathy will provide e-learning access.

B. Project Numbers (STTARR Numbers)

1. To obtain a project number, select “Request”, then “Facility Access Request Form – STTARR Preclinical Projects” to fill in the form.



1a. Select “Request” tab

1b. Select “Facility Access Request Form – STTARR”

PPMS for the STTARR - STTARR ▾

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Project Creation Requests

Please select one of the following forms:

- Facility Access Request Form - STTARR Preclinical Projects

2. After selecting the form, choose either to create a new project or join an existing project
 - A project number is linked directly to an AUP number, i.e. one project for every AUP number. If you are working under an existing AUP, then it is considered as joining an existing project.
 - Note: The form will change based on the option chosen. If you are unsure, please provide the AUP number under which you will be working, to be directed to the correct form.

Please select which applies to you *

- ☐ Are you creating a New STTARR Project?
- ☐ Are you joining an Existing STTARR Project?

Once the form is submitted, an administrator processes your request by either adding you to a project or creating a new STTARR number for your project. You can then book STTARR systems in Stratocore.

C. STTARR Orientation and Floor Access

- Contact Rita Chen (rita.chen@uhn.ca) to book the STTARR orientation and facility tour.
- After attending STTARR Orientation, 2 forms will be sent to you to be signed:
 - 1) **Orientation Completion form:** send signed form to Rita (rita.chen@uhn.ca)
 - 2) **Facility Access form:** send signed form to Cathy (catherine.williams@uhn.ca)
- When the floor access forms are processed, Cathy will notify you by e-mail. You can pick up your new access card at the Security Desk on the main floor of the PMCRT building.

D. Laboratory Etiquette

- Be aware of your surroundings and mindful of safety.
- If you need assistance during imaging, please e-mail the STTARR contacts on page 3. If you must ask a question of a staff member, please be respectful that he/she may be focused on other tasks before approaching.
- Wear appropriate PPE when working in the lab space.
- Clean up after using any workspace and pick up any waste dropped around the working area.

E. STTARR Staff Contacts for Training and Support

STTARR Contacts	STTARR Manager	Naz Chaudary, PhD naz.chaudary@uhn.ca				
	Administrator	Catherine Williams catherine.williams@uhn.ca				
	For specific equipment training, email <u>all</u> staff with ✓ listed in the row.	Alberto Cevallos, MSc alberto.cevallos@uhn.ca	Rita Chen rita.chen@uhn.ca	Warren Foltz, PhD warren.foltz@uhn.ca	Teesha Komal, RTNM teesha.komal@uhn.ca	Luke Kwon, PhD lukeyongkyu.kwon@uhn.ca
Systems						
X-Ray/CT	SmART+		✓			
	Mediso CT Subsystem	✓			✓	✓
	GE Revolution Frontier CT <i>*Specialized training required</i>	✓	✓		✓	
	Bruker SkyScan microCT (located at Toronto Western) <i>*Operator assisted only</i>	✓			✓	
Optical Imaging	Xenogen or Maestro		✓			
Ultrasound & Photoacoustics	VisualSonics Vevo 2100		✓			
Radiation Safety Training	Radiation Safety Services Email: matthew.bernacci@uhn.ca (cc Teesha & Luke)				✓	✓
Radio-HPLC and Gamma Counter	Flow-RAM radio-HPLC or Hidex Gamma Counter	✓				✓
Molecular Imaging	Mediso SPECT/CT/PET or PET/MR	✓			✓	✓
MRI	1.5T Siemens Aera MR or 7T Bruker MR* <i>*Post-graduate experience required for autonomous operation</i>			✓		