

RCMI PROGRAM

4 Easy Steps to Request an Account on the RCMI E-tickets System

Purpose of e-ticket: In order to maintain and increase our funding opportunities we need to accurately document use of our core facilities (namely visits, services provided and user's profile). These statistics will be reported annually to the National Institutes of Health in the progress report as stated in the RCMI Program Grant Proposal.

Effective Date: May 1, 2012

Steps to follow:

A. If you have provided us with your institutional email

1. You will receive an email from Dr. José G. Conde, RCMI Program Director, with a unique link to complete your user profile.
2. Fill your profile.
3. The e-tickets system administrator, Joseph Morris, will create an account and send you an email to provide your username, password and instructions to access your account and create e-tickets. (The email will come from: "Joseph Morris via RT")
4. After receiving the email with your credentials, access your account and follow the instructions provided to generate e-tickets.

B. If you understand that we don't have your institutional email address, please follow these steps:

1. Contact Joseph Morris and Brenda G. Nieves by email or phone and indicate your email.

Joseph Morris
Monday thru Friday 8:00 am-4:30pm
787-758-2525 Ext. 2190
joseph.morrispastrana@upr.edu

Brenda G. Nieves
Monday thru Friday 7:30am-3: 30pm
787-758-2525 Ext. 2193
brenda.nieves1@upr.edu

2. Go to Section A above and follow the instructions described in this section.