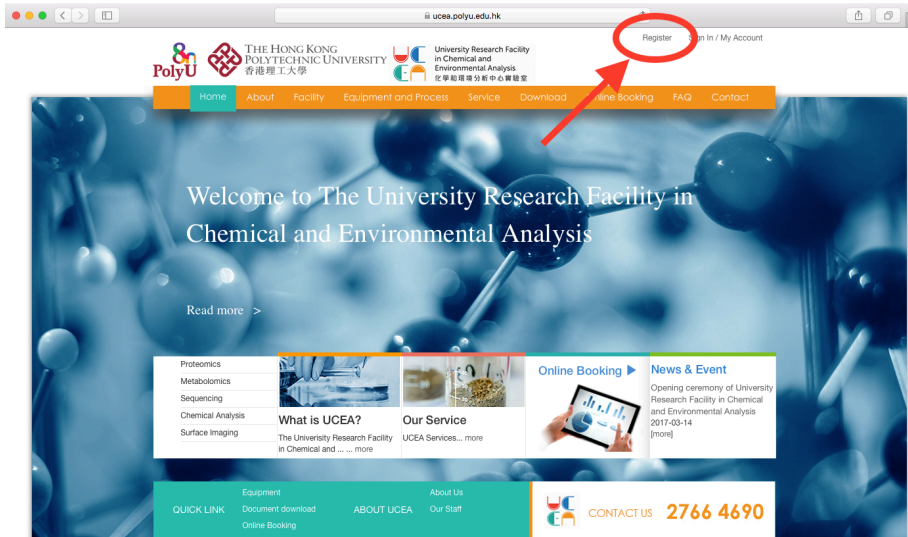


Procedure to start using UCEA instrument

1. Go to UCEA website at <http://ucea.polyu.edu.hk>
2. Click “Register” at upper right area for new user registration.



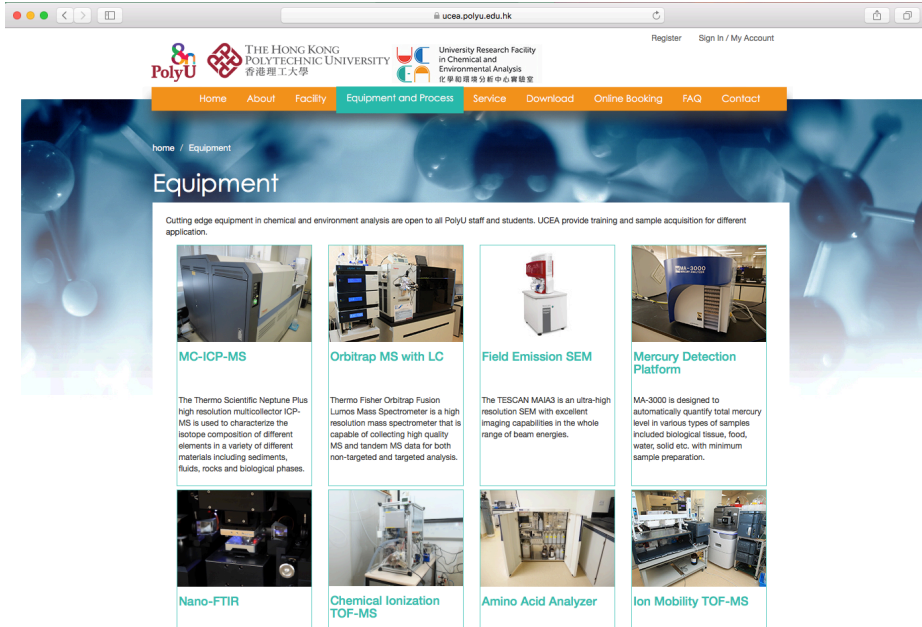
3. Select “Student / PI / Staff” or “External” accordingly.



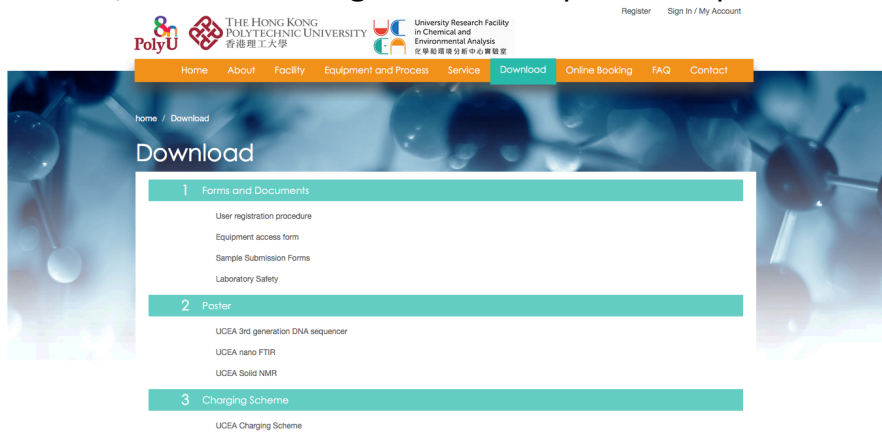
4. Fill in the necessary information and click “submit”.

The screenshot shows the registration form with the following fields: Phone, Mobile, Supervisor Email, Supervisor Title, Supervisor Firstname, Supervisor Lastname, and Supervisor Phone. Below the form is a CAPTCHA challenge with the text 'GREENLANDS'. At the bottom, there are 'Submit' and 'Reset' buttons. A note at the bottom left states: '* This field cannot be empty.'

5. A user registration form will automatic sent to the email address provided. Print it out and get signature from your supervisor.
6. Contact Equipment-in-charge for training arrangement, contact information of Equipment-in-charge can be found at individual equipment page (<http://ucea.polyu.edu.hk/Equipment/Index>).



7. Download the “Equipment access form” in the Download page of UCEA website, fill and have signature of respective supervisor.



8. Submit both signed User registration form and Equipment access form to our staff during equipment training.
9. UCEA staff will verify and grant access to equipment after completion of necessary training.