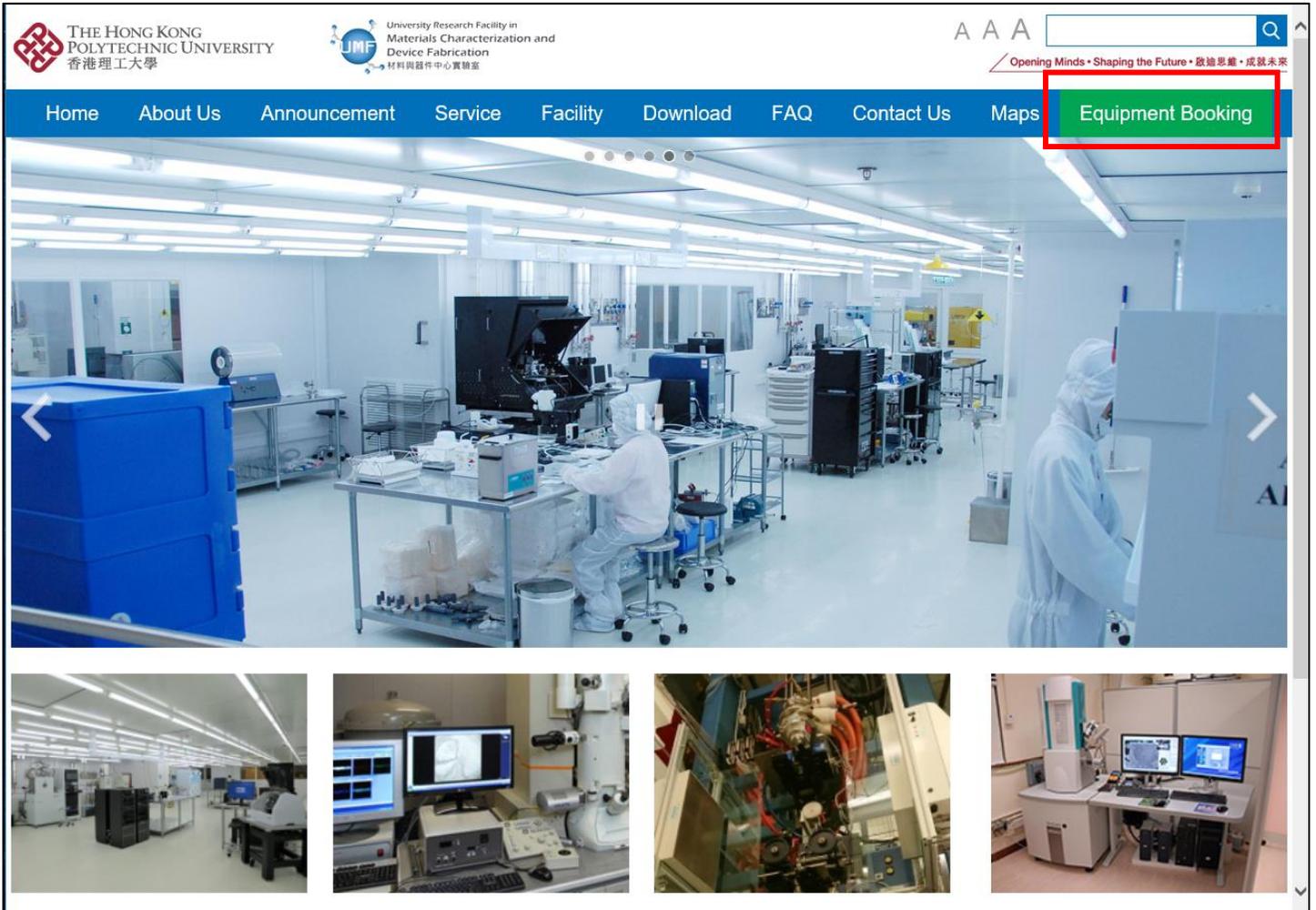


Registration

1. Go to <https://www.polyu.edu.hk/umf/>
2. Click "Equipment Booking"



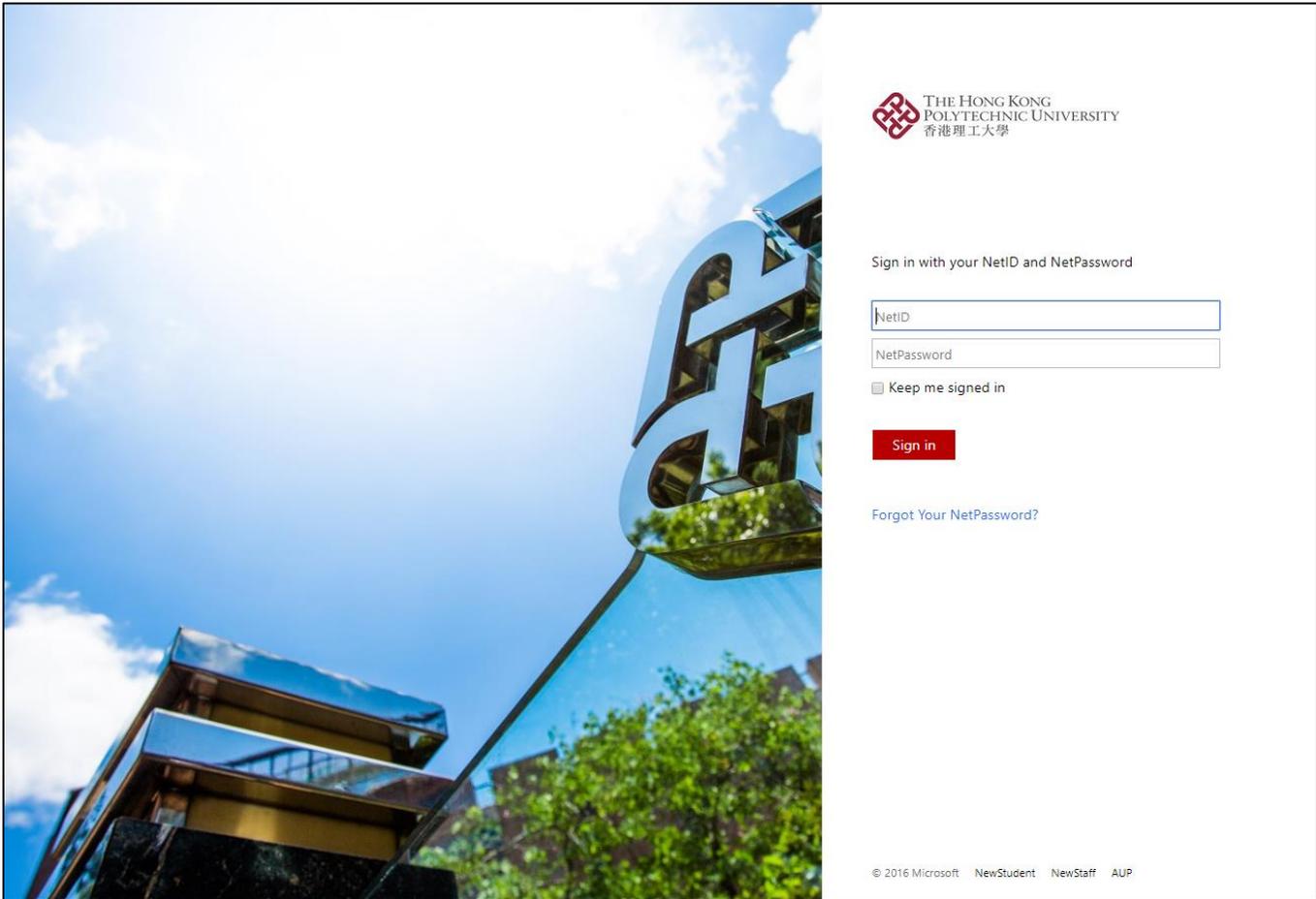
3. Click "Register".

The screenshot shows the homepage of the Equipment Booking system. At the top left is the logo for THE HONG KONG POLYTECHNIC UNIVERSITY and the University Research Facility in Materials Characterization and Device Fabrication (UMF). The top right features the slogan "Opening Minds • Shaping the Future • 啟迪思維 • 成就未來". A blue navigation bar contains links for Home, About Us, Announcement, Service, Facility, Download, FAQ, Contact Us, Maps, and Equipment Booking. Below this is a breadcrumb trail "home / Online Booking" and a "Register" button highlighted with a red box. A "Login" section is present, with two large teal buttons: "PolyU Staff / Student / PI / Supervisor" and "External User".

4. Click "Student/PI/Staff".

The screenshot shows the "Register" page. The breadcrumb trail is "home / Register". The "Register" button is highlighted with a red box. Below it are two buttons: "Student / PI / Staff" (highlighted with a red box) and "External User". At the bottom left are social media icons for Twitter, Facebook, and YouTube. The footer contains links for Sitemap, Contact Us, Privacy Policy Statement, and Copyright and Disclaimer, along with the copyright notice "Copyright © The Hong Kong Polytechnic University Reserved. 2018".

5. Sign in with you PolyU NetID.



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Sign in with your NetID and NetPassword

NetID

NetPassword

Keep me signed in

Sign in

[Forgot Your NetPassword?](#)

© 2016 Microsoft NewStudent NewStaff AUP

6. Fill in necessary information, then submit.

7. You will receive an email attached with user registration form as below.



The Hong Kong Polytechnic University - University Research Facility in Materials Characterization and Device Fabrication

User Registration

Name:
Post:
Dept/Organization:
Phone (Off):
Mobile:
Library No.:
Email:
User Id:
Card Expiry Date:
Supervisor:
Supervisor Phone No.:
Supervisor Email:

We have read the Terms & Conditions of Service below and agree to comply with the regulations.

Applicant's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

1. The equipment in the UMF are primarily used by their registered users and their associated researchers including graduate students and assistants. Undergraduates may not use the equipment except in very special cases.
2. User is required to register to be a UMF member and obtained a personal Add Value Account for booking and using the equipment.
3. Ensure your Add Value Account have sufficient funds before booking creation. Pre-payment is made by internal a/c transfer, cash / cheque or invoice via our on-line Equipment Booking & Control System (<http://www.umf.polyu.edu.hk>). All these cash or cheque payments are made payable to "The Hong Kong Polytechnic University".
4. Your Add Value Account cannot be transferred to another user a/c.
5. Funds balance is refundable back to the original debit a/c before it closed upon request by your chief supervisor or principal investigator.
6. Book the equipment to be used in advance through UMF on-line Equipment Booking & Control System.
7. Service charge will be reserved from your Add Value Account upon booking creation and deducted once the booking has been completed.
8. For cancellation booking within 24-hour a penalty will be enforced (i.e. min-charge of the equipment).
9. For over-time usage (without booking) a penalty will be enforced (i.e. 1.5X rate of the equipment).
10. Transaction report can be browsed and exported by you and checked by your chief supervisor or principal investigator.
11. We shall take reasonable steps to ensure that our records of the booking transactions relating to your a/c are true and accurate.
12. Reset equipment to its original configuration and tidy up the working area after user. For any damage due to misuse or carelessness, the repair cost will be charged to the user.
13. Inform UMF immediately if there is any change in the above personal information.
14. We reserve the right to cancel or suspend your Account, but we will take reasonable steps to minimize any inconvenience caused to you.
15. This registration form should be completed with signatures and sent to UMF for on-line account activation.

1 / 1

8. Fill in the form (**applicant's signature and date only**) and return to UMF staff for completing registration procedure.