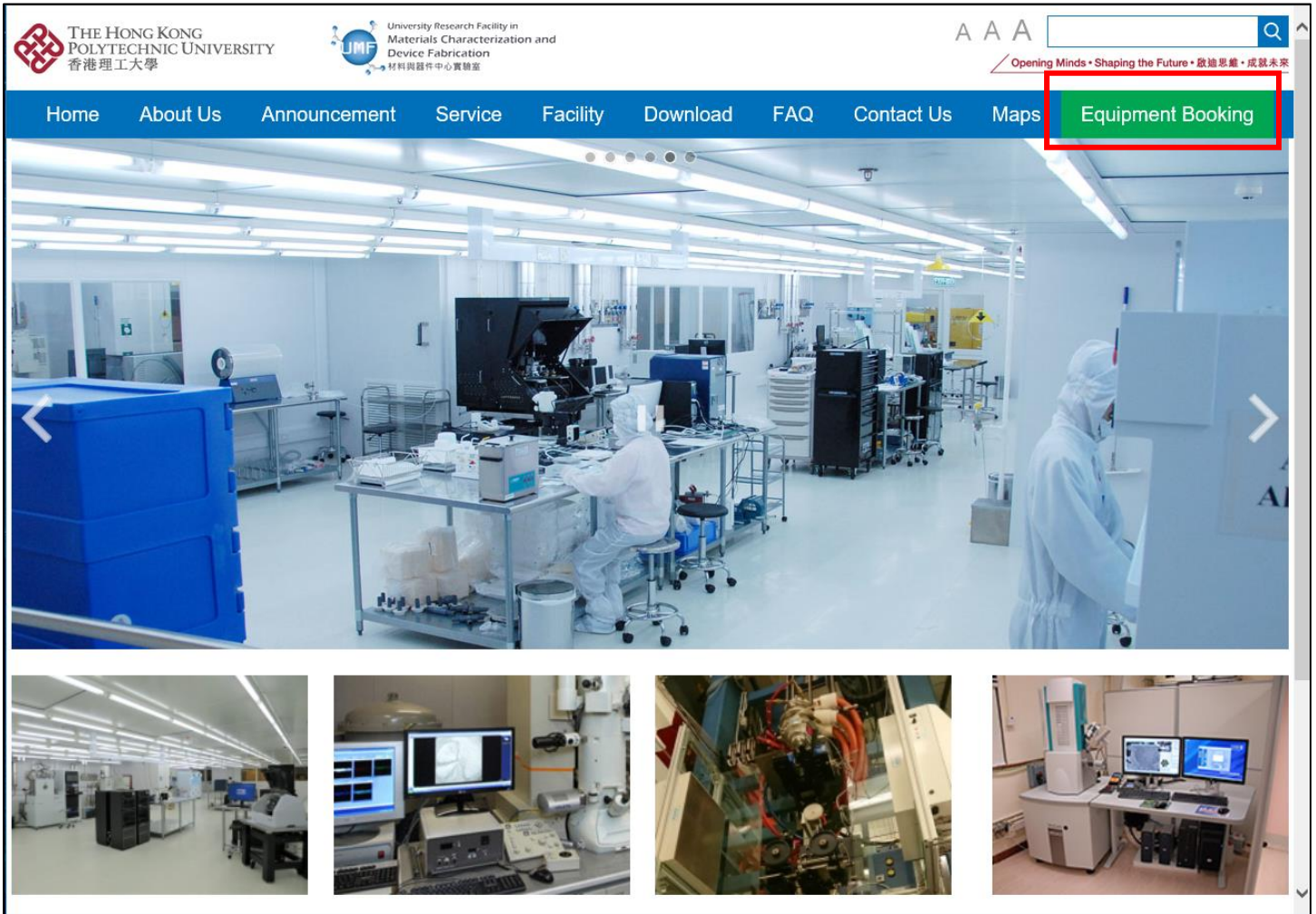


Registration

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



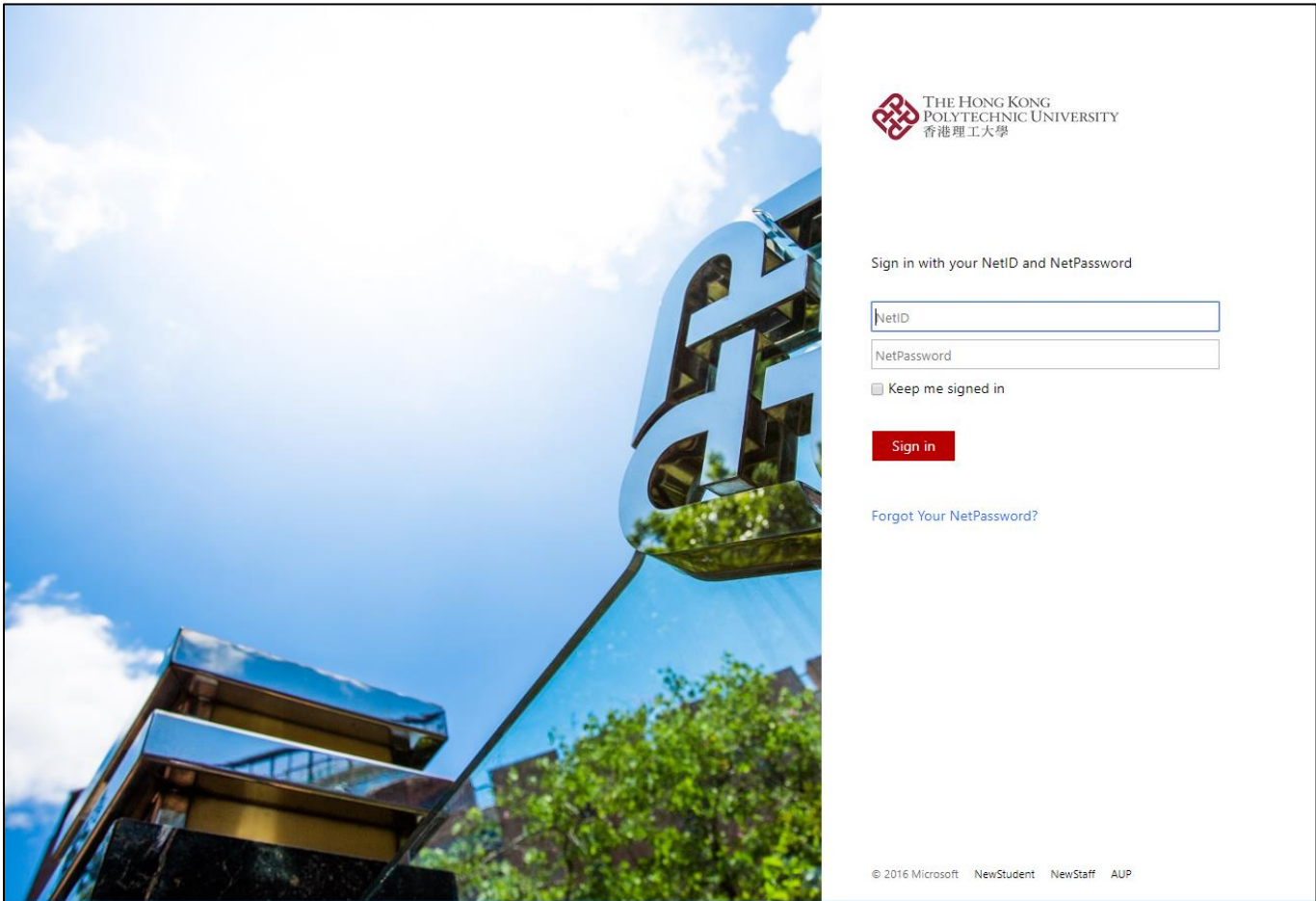
3. Click "Register".

The screenshot shows the top navigation bar of the Equipment Booking website. The 'Equipment Booking' menu item is highlighted in green. Below the navigation bar, the breadcrumb 'home / Online Booking' is visible. The 'Register' link is highlighted with a red rectangular box. Below the breadcrumb, there is a 'Login' section with two buttons: 'PolyU Staff / Student / PI / Supervisor' and 'External User'.

4. Click "Student/PI/Staff".

The screenshot shows the 'Register' page of the Equipment Booking website. The breadcrumb 'home / Register' is visible. The 'Register' link is highlighted in the top navigation bar. Below the breadcrumb, there are two buttons: 'Student / PI / Staff' and 'External User'. The 'Student / PI / Staff' button is highlighted with a red rectangular box. At the bottom of the page, there are social media icons for Twitter, Facebook, and YouTube, and a footer with links for Sitemap, Contact Us, Privacy Policy Statement, and Copyright and Disclaimer. The copyright notice reads '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, and 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.

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