

How to apply for Door Access

For queries, please contact Ms. Samantha Tsang (tsangs@hku.hk).

Important Note:

Your application will be sent to your supervisor and the staff-in-charge of the laboratory for approval.

- 1) Go to MECH User Management System (MUMS): <https://nas2.mech.hku.hk>
- 2) Select "Apply for Door Access" from the top menu bar.



- 3) Click the "Apply" button to create a new application.

MECH User Management System Submit Safety Declaration Apply for Door Access Apply for PC Logout Tsang Kam Ha

Smart Card Room Access Application

Date: 25 Oct 2022

Please follow the steps below to apply for Door Access.
For enquiry, please contact Ms. Samantha Tsang (tsangs@hku.hk).

Step 1: Applicant submits an online application for door access (PDF).
Step 2: Supervisor of the applicant approves the application (PDF).
Step 3: Person-in-charge (PIC) of the laboratory approves the application (PDF).

Important Note:
Your application will be sent to your supervisor and the person-in-charge of the laboratory for approval.

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graph TD
    A([1) Applicant submits an online application for door access]) --> B[/Auto-email sent to the supervisor of the applicant for approval/]
    B --> C([2) Supervisor of the applicant approves the application])
    C --> D[/Auto-email sent to the person-in-charge of the laboratory/]
    D --> E([3) Person-in-charge of the laboratory approves the application])
    E --> F[/Auto-email sent to the all parties involved (applicant, supervisor, PIC & TIC)/]
    F --> G([Technician-in-charge activates the door access of the laboratory upon approval])
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Apply Search:

Application ID	Name	User Category	Room	Access Start Date	Access End Date	Access Hours	Safety Awareness
No matching records found							
Application ID	Name	User Category	Room	Access Start Date	Access End Date	Access Hours	Safety Awareness

Showing 0 to 0 of 0 entries (filtered from 1 total entries) Previous Next

4) Fill in the information and agree to the declaration terms.

5) click the "Create" button at the lower right corner to submit your application.

Create new entry ✕

Application information

Category of User:	Doctor of Philosophy (PhD) ▼
Room/Room Group:	COBLG112 Computing Laboratory ▼
Start Date:	2022-10-01
End Date:	2024-09-30
	<small>End date should not be longer than 2 years or your contract end date (whichever is shorter).</small>
Access Hours:	7days/24-hours (for full-time research staff and students only) ▼

Declaration by Applicant

Safety Awareness Declaration:

Important Note:

1. This form is functionally equivalent to "Smart Card Door Lock User Privilege Application" form at <http://me.hku.hk/eform/smartcardaccess.pdf>.
2. For UG and TPG students, this form will automatically expire on 31 August every year. For research students, this form will automatically expire two years after the endorsement date. For research staff, this form will expire according to the contract end-date. Users should make the declaration again for keeping his/her privilege of working in the laboratory/workshop.
3. The technician-in-charge or Departmental Safety Representative (DSR) may request users to make declaration again if new hazard(s) appears in the premise.

I am aware of the hazards in the laboratory/workshop that I would use. I have read, understand and agree to follow the relevant safety regulations and guidelines. In particular:

1. I have read the "Poster on Laboratory / Machine-Shop Safety Regulations".
2. I am aware of the fire escape route, which has been shown near the entrance of this premise.
3. I am aware of the location of first aid box, spillage kit & fire extinguisher/fire carpet.
4. I am aware of the use of personal protective equipment and how I can get one if necessary.
5. I fully understand that I should NOT be alone when operating any powered machinery and equipment with warning label.
6. I fully understand that I should NOT be alone in non-office hours.

I also understand that the consequence of violating these regulations is sufficient grounds to immediately revoke my privilege of working in the laboratory/workshop.

By selecting Agree you declare that you are now aware of the safety regulations above:

Agree ▼

Create

Upon submission, a new record will be created (as shown below).

The screenshot shows the MECH User Management System interface. At the top, there are navigation links: "Submit Safety Declaration", "Apply for Door Access", "Apply for PC", and "Logout". The user's name "Tsang Kam Ha" is displayed in the top right corner. The main heading is "Smart Card Room Access Application". Below this, there are "Important notes" and a list of instructions. A table below the notes shows a single application record for Ms. Kam Ha Tsang, with columns for Application ID, Name, User Category, Room, Access Start Date, and Access End Date. The record is highlighted with a red border. At the bottom of the table, there are navigation buttons: "Previous", "1", and "Next".

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Smart Card Room Access Application

Important notes:
To apply for working in laboratory or workshop, user has to duly complete the "Safety Awareness Declaration Form", available in <http://me.hku.hk/eform/safetyawaredec.pdf>

1. This form should be filed by technician-in-charge of the location.
2. No user should possess more than one smart card for accessing the same premise. If the user does not possess an HKU staff card or student card, he/she can apply for a temporary card from Ms. Cobe Chong of the General Office by paying a HK\$100 refundable deposit.
3. One form can be used for only one location.
4. Please make sure your information on the form is correct as you will not be able to modify the information after you submit the form.

Apply Search:

Application ID	Name	User Category	Room	Access Start Date	Access End Date
2	Ms. Kam Ha Tsang	Doctor of Philosophy (PhD)	COBLG112	2022-10-01	2022-10-31

Showing 1 to 1 of 1 entries (filtered from 2 total entries) Previous 1 Next

Your application is required to be approved by your supervisor and the person-in-charge of the laboratory.

Important Note:

Your application will be sent to your supervisor and the staff-in-charge of the laboratory for approval.

Upon approval, you will receive a confirmation email and the technician-in-charge of the laboratory will activate your door access.

For queries on door access activation after approval, please contact the technician-in-charge of the laboratory.