



# How to approve as the Staff-in-Charge (SIC)

For queries, please contact Ms. Samantha Tsang ([tsangs@hku.hk](mailto:tsangs@hku.hk)).

As the Staff-in-Charge (SIC) of the laboratory, you will receive the auto-email with the location of the laboratory, name of the applicant and the application ID.

1) Click the word with hyperlink to visit the MUMS system.

(For Approval) New Door Access Application - Staff in charge of the laboratory

 no\_reply@hku.hk  
To  Samantha Tsang

Reply Reply All Forward ...

Tue 25-Oct-22 7:49 PM


Action Items [+ Get more add-ins](#)

(This is a computer generated email. Please do no reply.)

Dear Ms. Samantha Tsang,


You are receiving this email because you are the Staff In Charge (SIC) of the laboratory (COBLG112: Computing Laboratory).

**Ms. Kam Ha Tsang** submitted an application for door access (Application ID: 2). Please sign in [MUMS](#) to approve the application under the 'Staff In Charge' section.




Department of Mechanical Engineering  
The University of Hong Kong

2) Sign in the system with your HKU Portal.

 香港大學  
THE UNIVERSITY OF HONG KONG | **HKU PORTAL**

FAQ | Create User ID (for staff) | Security Tips | High Contrast | Feedback  
[About HKU Portal](#) | [Sample Screens of HKU Portal](#)





### LOG IN


The web page that you are trying to access is intended for HKU members only. It requires HKU Portal UID and PIN for authentication. Please login with your HKU Portal UID (User Identification) and PIN (Personal Identification Number).


UID

PIN  [> LOG IN](#)



 **FAQ** >

 **Create User ID (for staff)** >

 **Security Tips** >

### 3) Tick the checkbox and click the "Approve" button (in red).

MECH User Management System View Dashboard Manage Profile Manage Employment Safety Declaration Manage Lab Door access PC+Mon Record Manage Cubicle Manage Inventory Service Duty New Account Locker Padlock Install Software Logout Tsang Kam Ha

## Smart Card Room Access Application

The approval page has been updated. Please tick the checkbox and click the "Approve" button below to approve the application.

I have noted **Ms. Kam Ha Tsang** who is under my supervision would like to access **COBLG112 Computing Laboratory** for his/her work. I confirmed him/her that he/she has well-noted the hazard(s) in the premises. He/she should follow the safety regulation of department & University and prepare proper PPE for his/her work in **COBLG112 Computing Laboratory**.

I have read and agree to the statement above.

**Approve**

Search:

Application ID ↑	Name	User Category	Room	Access Start Date	Access End Date
42	Ms. Kam Ha Tsang	Doctor of Philosophy (PhD)	COBLG112 Computing Laboratory	2022-12-01	2022-12-31

Showing 1 to 1 of 1 entries (filtered from 43 total entries)

Previous **1** Next

### 4) The application has been approved successfully.

MECH User Management System View Dashboard Manage Profile Manage Employment Safety Declaration Manage Lab Door access PC+Mon Record Manage Cubicle Manage Inventory Service Duty New Account Locker Padlock Install Software Logout Ts

## Smart Card Room Access Application

The approval page has been updated. Please click the "Approve" button (in red) below to approve the application.

**This application has been approved successfully.**

Search:

Application ID ↑	Name	User Category	Room	Access Start Date	Access End Date
42	Ms. Kam Ha Tsang	Doctor of Philosophy (PhD)	COBLG112 Computing Laboratory	2022-12-01	2022-12-31

Showing 1 to 1 of 1 entries (filtered from 38 total entries)

Previous **1** Next

Upon your approval, you will receive a confirmation email and the technician-in-charge (TIC) of the laboratory will activate the door access for the applicant accordingly.