



How to approve as the supervisor of the applicant

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

As the supervisor of the applicant, you will receive the auto-email with the name of the applicant and the application ID as below.

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

(For Approval) New Door Access Application - Supervisor of the applicant

 no_reply@hku.hk
To  Samantha Tsang

Reply Reply All Forward ...


Tue 25-Oct-22 7:11 PM

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

Dear Ms. Samantha Tsang,


You are receiving this email because you are the supervisor of the applicant.




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

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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

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

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

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

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, an auto-email will be sent to the second approver (i.e. person-in-charge of the location).

You will receive a confirmation email after the approval process is finished.

Important Note:

If you are the supervisor of the applicant and the staff-in-charge of the laboratory at the same time, you may approve the application in one go by clicking the Approve button.