How to apply for Door Access

For queries, please contact Ms. Samantha Tsang (tsangs@hku.hk).
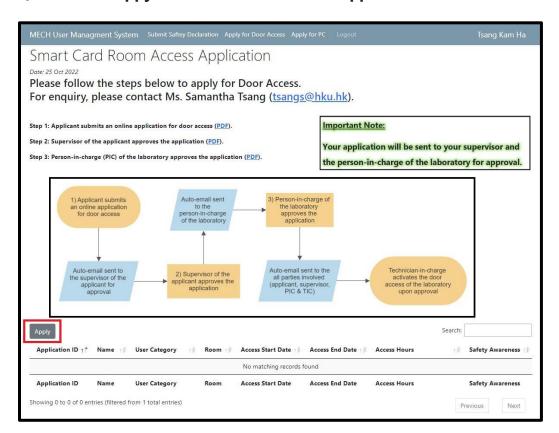
<div style="border:2px solid black; padding:10px;">

<u>Important Note:</u>

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

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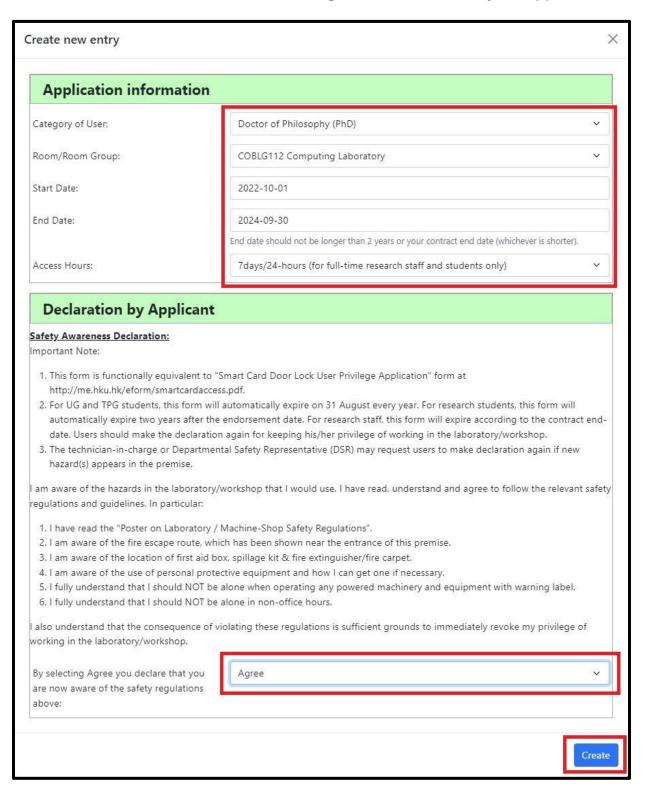**1) Go to MECH User Management System (MUMS): https://nas2.mech.hku.hk**

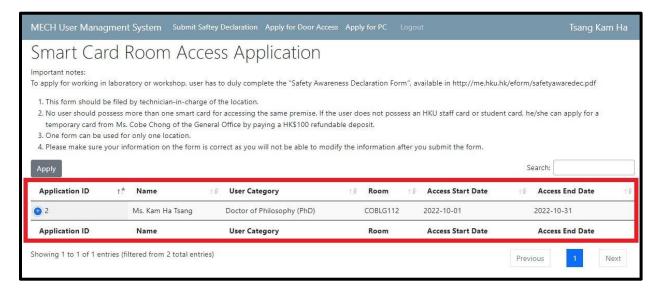**2) Select "Apply for Door Access" from the top menu bar.**

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

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
	End date should not be longer than 2 years or your contract end date (whichever is shorter).
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).

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.