Procedure to start using UCEA instrument

- 1. Go to UCEA website at http://ucea.polyu.edu.hk
- 2. Click "Register" at upper right area for new user registration.



3. Select "Student / PI /Staff" or "External" accordingly.



4. Fill in the necessary information and click "submit".

Mobile: *						
Supervisor Email:						
Supervisor Title:			\$			
Supervisor Firstnam	e:					
Supervisor Lastnam	e					
Supervisor Phone:						
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	Equipment			1.16		
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- 5. A user registration form will automatic sent to the email address provided. Print it out and get signature from your supervisor.
- 6. Contact Equipment-in-charge for training arrangement, contact information of Equipment-in-charge can be found at individual equipment page (<u>http://ucea.polyu.edu.hk/Equipment/Index</u>).



7. Download the "Equipment access form" in the Download page of UCEA website, fill and have signature of respective supervisor.



- 8. Submit both signed User registration form and Equipment access form to our staff during equipment training.
- 9. UCEA staff will verify and grant access to equipment after completion of necessary training.