

Registration



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Imaging Equipment Flow Cytometry Equipment Analysis Software Charges User Guide Protocols Online Booking System

Online Booking System

Imaging and Flow Cytometry Core | Bioresearch Support Core

Users are required to apply training and make equipment booking through the Online Booking System.

Principle investigators and lab managers could update the charging account and review the usage of their own group through the Online Booking System.

For new users, please refer to "User Guide" and information below for account registration and training application.

- [Instruction of online booking system for users.](#)
- [Instruction of online booking system for PIs.](#)

Any enquiries, please contact us at corefac@hku.hk or 39177557.

[Online Booking System](#)

<https://cpo.s.hku.hk/imagin-g-and-flow-cytometry-core/online-booking-system/>

Please go to our website and check "Online booking system"

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	<input type="text" value="corefac"/>	<input type="button" value=" > LOG IN"/>
PIN	<input type="password" value="●●●●●●●●"/>	

• [Forgot your PIN/Passwords](#)



Login with HKU Portal ID and password

Registration

Corefac

corefac@hku.hk

Biomedical Sciences

Not Applicable

Position/Rank

39177557

Lab Phone Number

I agree with the Terms and Conditions

Register

Fill in the required information, and click “Register”

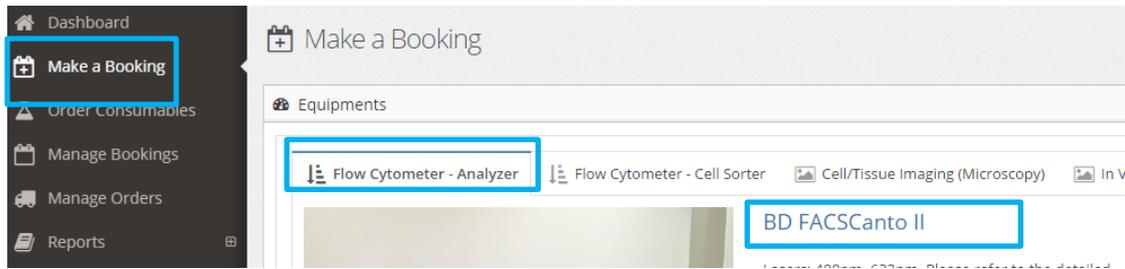
After completing information registration, you may request to join your PI’s group by sending email to corefac@hku.hk and cc your PI.

Our staff will add you into the group manually.

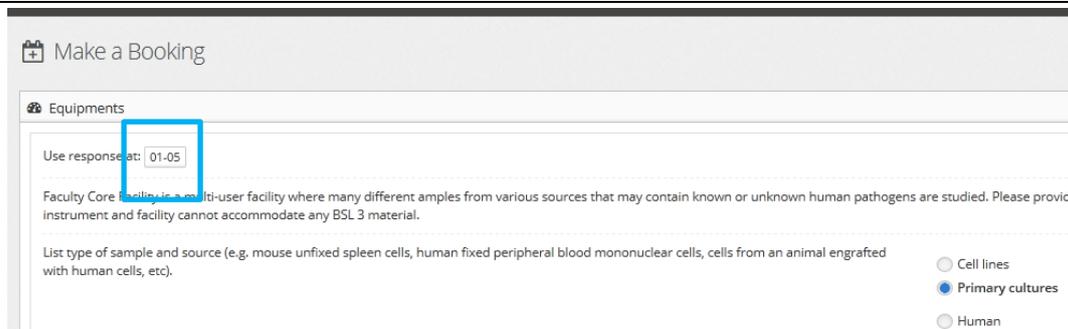
Make a Booking

A valid account is required for making a booking.

- For users who already have online booking account in FCF old booking system, please login with your HKU portal ID and password. Please contact corefac@hku.hk or 39177557 if you could not log in with your portal ID.
- For users who do not have online booking account, please refer to “Registration”

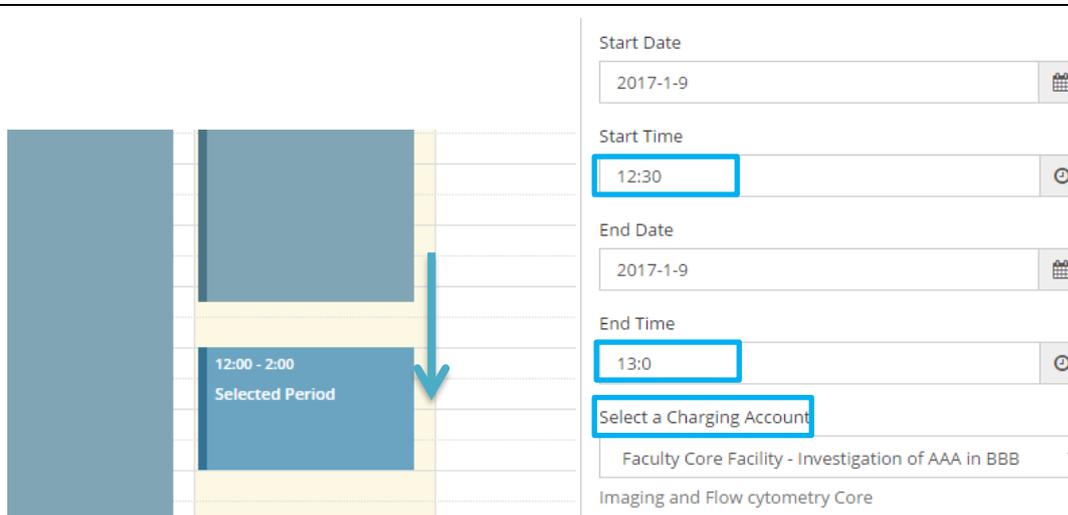


Click on “Make a Booking” and select Equipment Category and Equipment

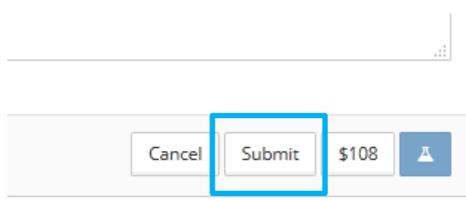


Fill in the questionnaire according to your sample details.

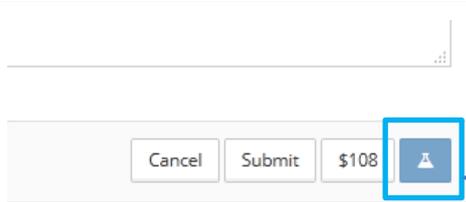
Reuse the template if the sample is similar to previous one.



Select the sessions to be booked by dragging with **Mouse** on the timetable **OR** input the start time and end time. Select appropriate charging account if necessary



Submit the booking request. Booking Completed.



Consumables (if necessary) should be ordered through the online system.

Order consumables (if necessary)

Imaging Dishes / Chambers Flow tubes and strainer

ID	Name	Cost		
1	Mattak Confocal Dish 14mm 14mm Imaging Windows, 10 pcs / pk	\$ 200 per pack	- 1 + pack	Add to Cart
2	Mattak Confocal Dish 20mm 20mm Imaging Windows, 10 pcs / pk	\$ 250 per pack	- 1 + pack	Add to Cart
6	ibidi chamber slide 4 wells	\$ 100 per pack	- 1 + pack	Add to Cart
7	ibidi chamber slide 8 wells	\$ 100 per pack	- 1 + pack	Add to Cart

Select the item and number of pack to order, then “Add to cart”

Charging Account:

Test - Test

test

Remarks:

Remarks

Place Order

Select the “charging account” if necessary. Then click “Place Order”

Logout

Logout by the button on bottom left

Cancellation of Booking

Login with HKU Portal ID and password

Click “Booking Calendar” in “Dashboard”, look up the booking session(s) you would like to cancel on the calendar

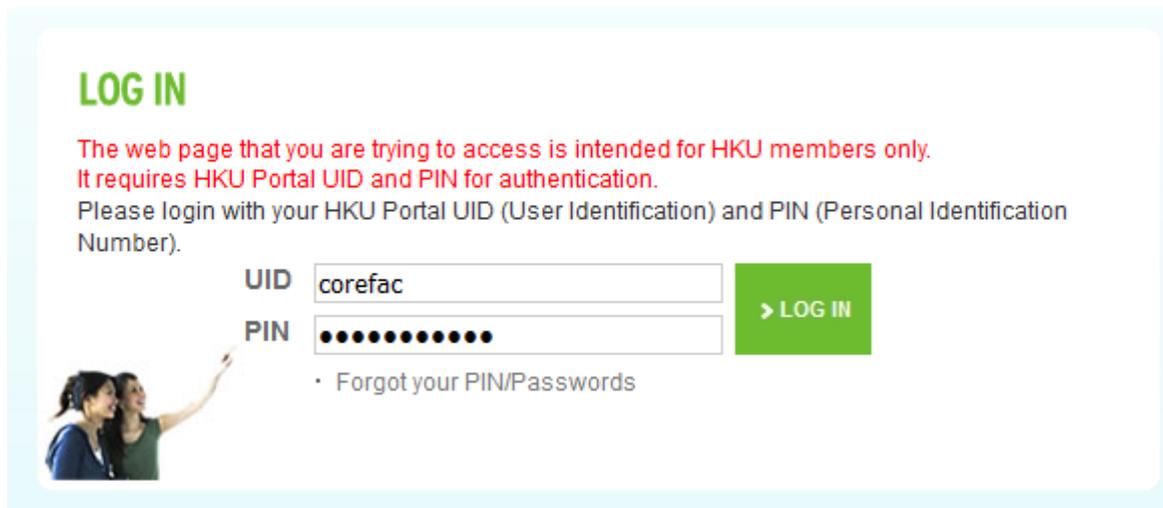
Click the booking session you would like to cancel, the selected booking is highlighted in orange. Then click “Cancel Selected Booking”

A message will pop up at the top right corner, click “Yes” to confirm

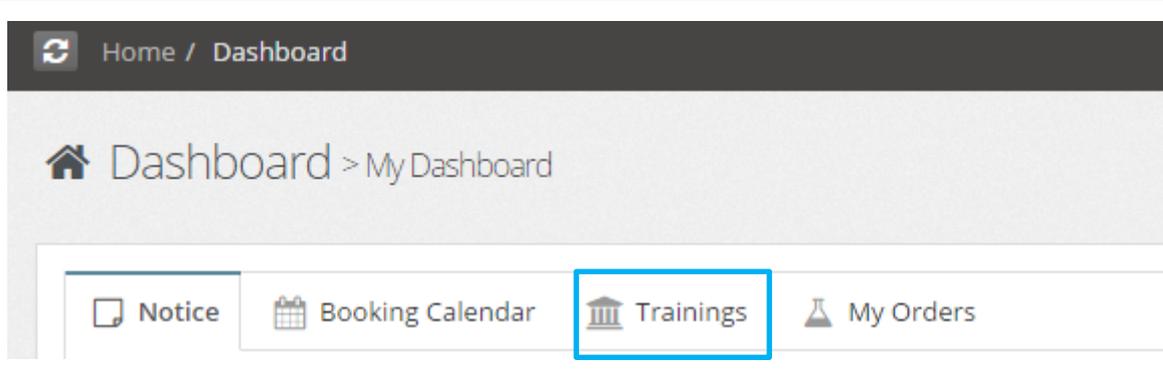
Please be noted that the cancelled timeslot will not be disappeared. It will be highlighted in red.

Apply for training

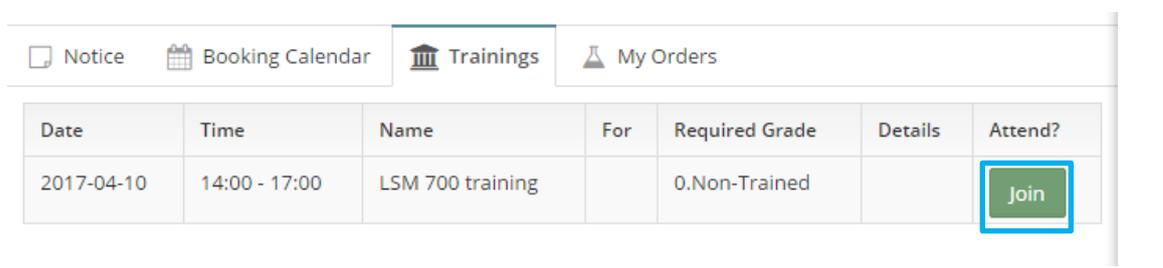
Login with HKU Portal ID and password



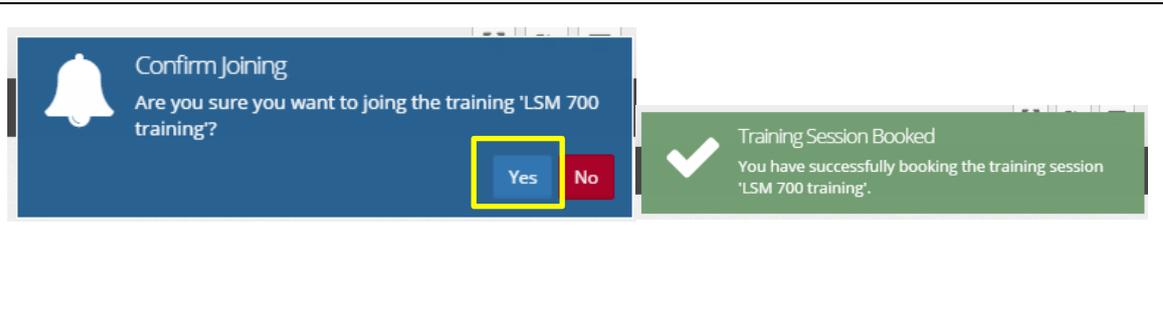
Click “Trainings” in Dashboard



Available training sessions are shown. Click “Join” to register for your preferable training



Date	Time	Name	For	Required Grade	Details	Attend?
2017-04-10	14:00 - 17:00	LSM 700 training		0.Non-Trained		Join



A message will pop up at the top right corner, click “Yes” to confirm
A confirmation message will pop up for successful registration.

Should you have any inquiry, please contact corefac@hku.hk or 3917 7557.