

Registration



**HKU
Med**

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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.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"/>	> 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

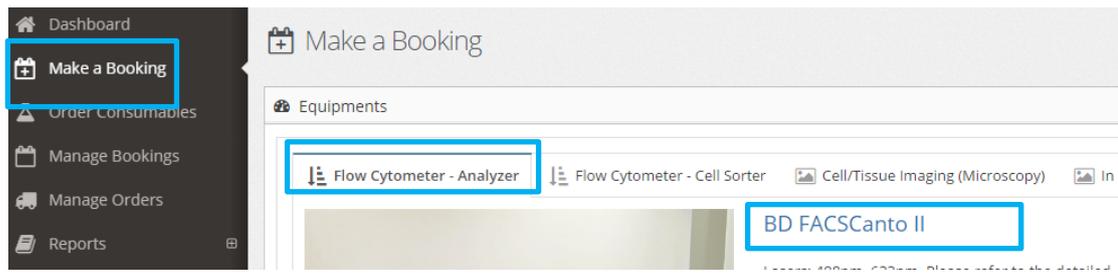
Fill in the required information, and click “Register”

After completing information registration, you may request to join your PI’s group by

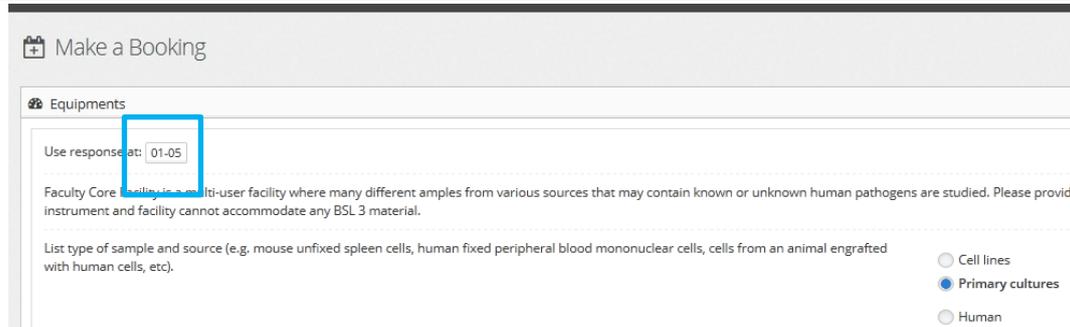
sending email to corefac@hku.hk and **cc your PI.**

Our staff will add you into the group manually.

Make a Booking

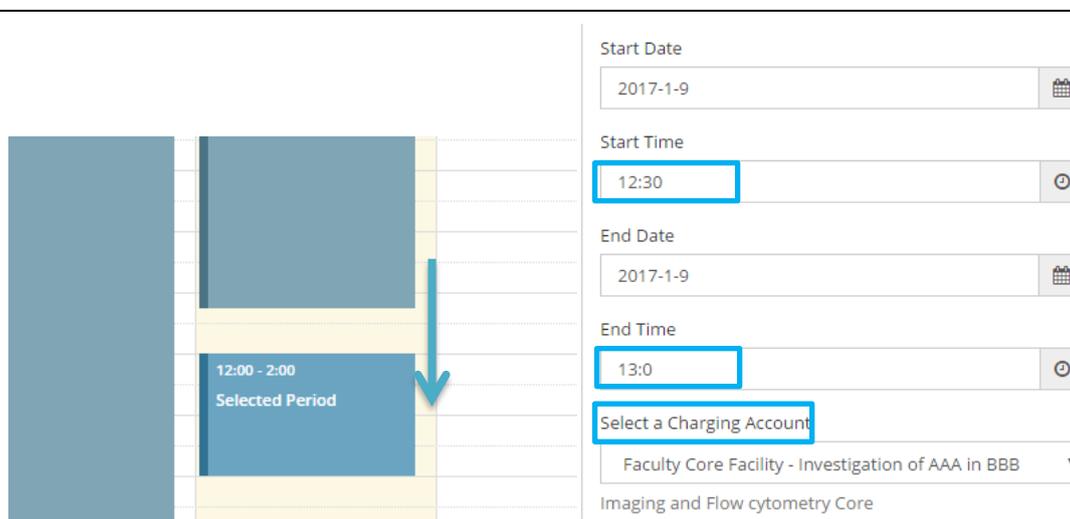


Click on “Make a Booking” and select Equipment Category and Equipment

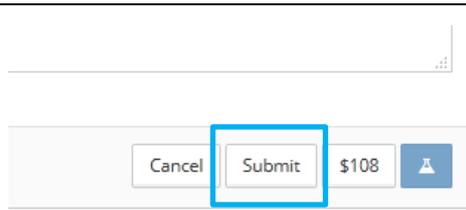


Fill in the questionnaire according to your sample details.

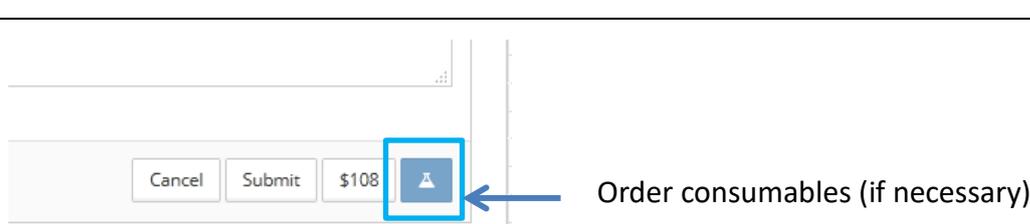
Reuse the template if the sample is similar to previous one.



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.

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

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UID

PIN

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Login with HKU Portal ID and password

Home / Dashboard

Dashboard > My Dashboard

Notice

Booking Calendar

Trainings

My Orders

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

Make a booking

Cancel Selected Booking

Apr 2 - 8, 2017

8, 2017

Sun 4/2

Sun 4/2

12am

LSM700



1am

12am

1am

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



Confirm cancellation

Are you sure to cancel the booking for LSM800?

Yes

No

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

Apr 2 - 8, 2017

Sun 4/2

12am

LSM700

1am

2am

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

Apply for training

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UID

PIN

· [Forgot your PIN/Passwords](#)



Login with HKU Portal ID and password

Home / Dashboard

Dashboard > My Dashboard

Notice Booking Calendar **Trainings** My Orders

Click "Trainings" in Dashboard

Notice Booking Calendar **Trainings** My Orders

Date	Time	Name	For	Required Grade	Details	Attend?
2017-04-10	14:00 - 17:00	LSM 700 training		0.Non-Trained		<input type="button" value="Join"/>

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



Confirm joining

Are you sure you want to joining the training 'LSM 700 training'?



Training Session Booked

You have successfully booking the training session 'LSM 700 training'.

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.