Registration

(For new users who do not have account in FCF old online booking system)

Select “Login via HKU Portal”

Login with HKU Portal ID and password

Fill in the required information, and click “Register”

Click on “My groups” for joining your supervisor’s group.
1. **Join Group**

   - Search with your supervisor’s name. Select the appropriate group and click “Request to join”.
   - Please contact corefac@hku.hk or 3917 7557 if your PI’s name is not in the list.
   - Your supervisor would receive an email for approving your group joining request. Detail of the group would be available upon approval of joining group.

2. **Apply for training**

   - Click “Trainings” in Dashboard.
   - Available training sessions are shown. Click “Join” to register for your preferable training.
   - A message will pop up at the top right corner, click “Yes” to confirm.
   - A confirmation message will pop up for successful registration.
   - If any training session is full, you can click “Join Waiting List” to put your name on the waiting list.
name on the waiting list. You will be enrolled in another session which will be arranged by Faculty Core Facility staff-in-charge.

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