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.
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 email for approving your group joining request. Detail of the group would be available upon approval of joining group.

**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.

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

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

Logout by the button on bottom left.
## Cancellation of Booking

### Faculty Core Facility Booking System

**Login with HKU portal**

<table>
<thead>
<tr>
<th>Login with HKU Portal ID and password</th>
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</thead>
</table>

### 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

<table>
<thead>
<tr>
<th>Faculty Core Facility Booking System</th>
<th>Login with HKU portal</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Login with HKU portal" /></td>
<td><img src="image" alt="Login with HKU Portal ID and password" /></td>
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<tr>
<td><img src="image" alt="Click “Trainings” in Dashboard" /></td>
<td><img src="image" alt="Available training sessions are shown. Click “Join” to register for your preferable training" /></td>
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<tr>
<td><img src="image" alt="A message will pop up at the top right corner, click “Yes” to confirm A confirmation message will pop up for successful registration." /></td>
<td><img src="image" alt="Should you have any inquiry, please contact corefac@hku.hk or 3917 7557." /></td>
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</table>

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