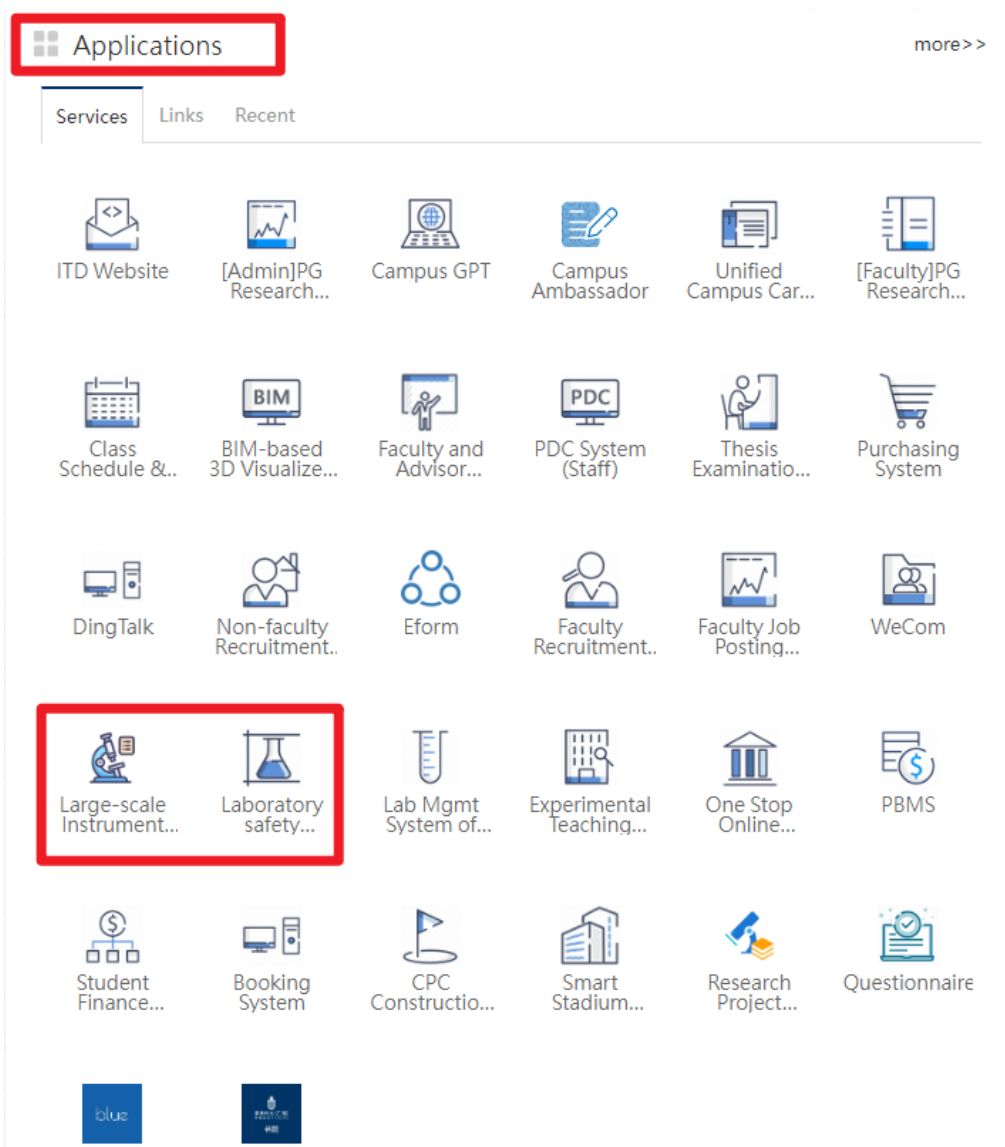


# RBMS Workshop Instrument reservation guide

Platform website: school official website → My portal → Applications → "Large-scale Instrument Sharing Management Platform" & "Laboratory Safety Management Platform"

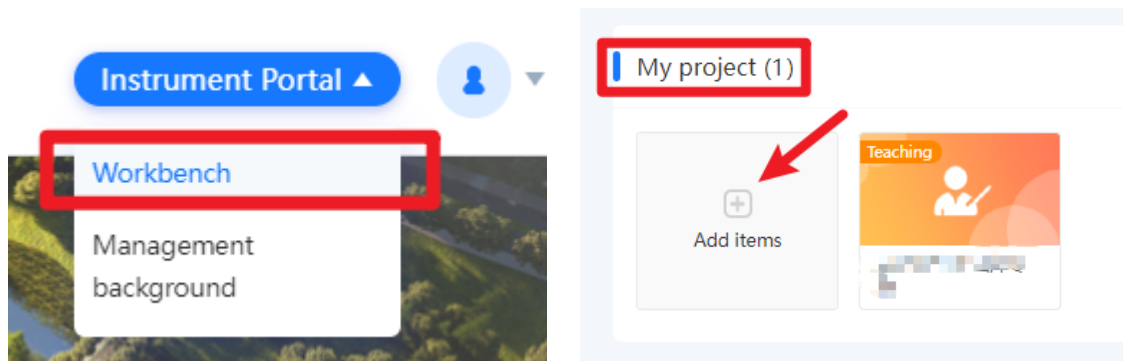


## 1、 Registration and login, "large-scale instrument sharing management platform"

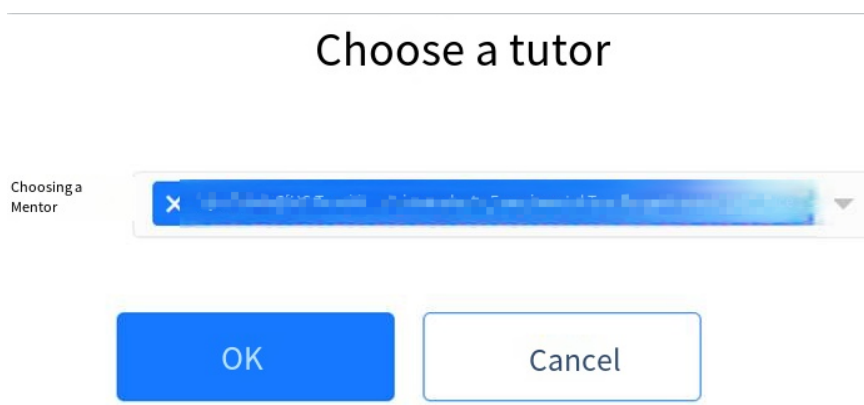
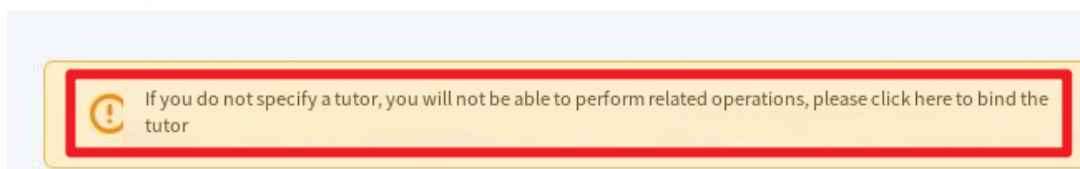
[\(https://instrumentsharelab.hkust-gz.edu.cn/\)](https://instrumentsharelab.hkust-gz.edu.cn/) SSO account

Please complete the following information for your first login:

**Staff account** → Workbench → My projectAdd → Add items)



**Student account** → Workbench → Bind the project instructor → the instructor is approved (add to the project team)



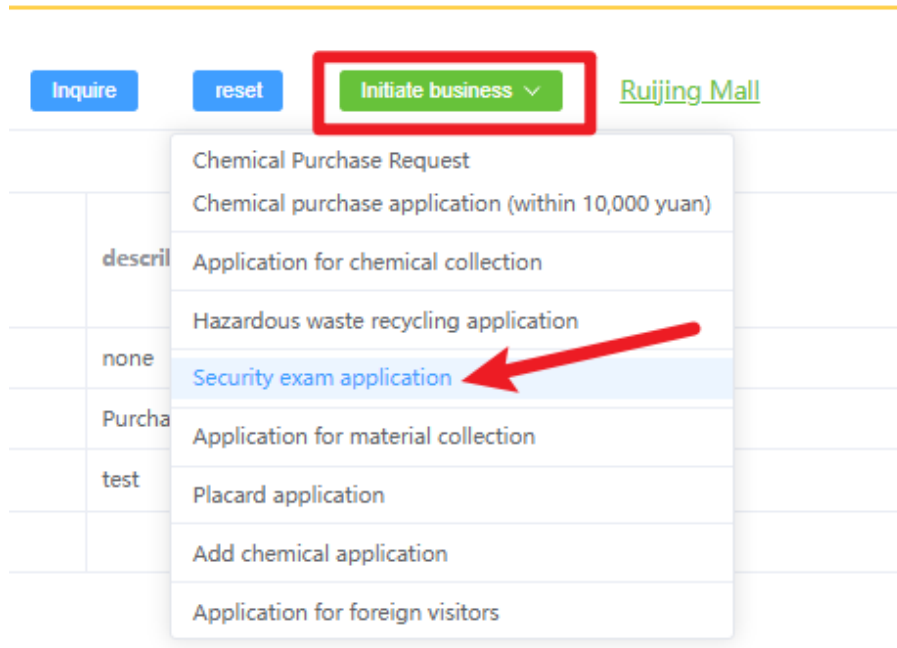
2、 **Complete the safety training test:** self-study safety knowledge on HSE official website

<https://lsms.hkust-gz.edu.cn/#/Login> → Login to the "Laboratory Safety Management

Platform" → Initiate business → Security exam application → Pass the required safety

subjects in the online test (The safety subjects covered by different devices vary, so


please consult the workshop administrator)



Basic Information

Application number Automatic generated

\* applicant

\* Apply for exam  

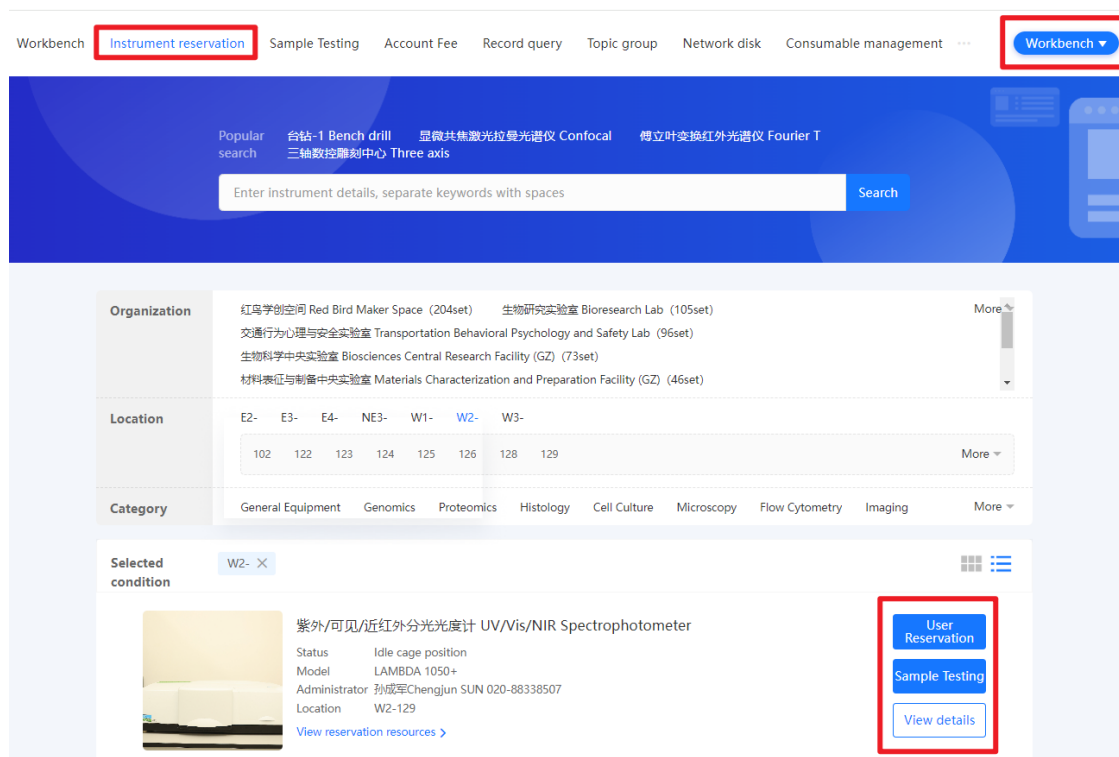
Application description

After clicking Save, you can

- MC01&MC02 Radiation Safety
- MC03 Chemical Safety II Hazardous Waste Management
- MC04 Laser Safety
- MC05 Pressure Safety
- MC06 Biological Safety
- MC07 Chemical Safety I Chemical Safety for Laboratory Users
- MC09 Respiratory Protection
- DC01 Electrical Safety

3、 **Reservation of equipment:** the required equipment shall be reserved on the "large instrument sharing Management platform" (Your reservation will not be approved if you have not pass the safety test).The first time you use the workshop, please obtain and sign the "Security Access Form" from the administrator and undergo local Workshop

safety training.



4、 You must receive on-site training from the workshop administrator before conducting experiments with the equipment.

#### Appendix: Contact information of each workshop manager in RBMS

Workshop	Address	Administrator	Cell phone number	Email
Precision Measurement and Electrical Workshop	W2 102	Gao Xiang Wang Tao	18681435130 13006127589	xianggao@hkust-gz.edu.cn terrytaowang@hkust-gz.edu.cn
Materials Preparation Workshop	W3 101	Wan Siu Rong	15018764091	zhaorongwan@hkust-gz.edu.cn
Machining and Fabrication Workshop	E2 101	Hu Yu	13580401350	richyyhu@hkust-gz.edu.cn
Carpentry and 3D Modeling Workshop	E3 101	Ke Xiaohong	13533444980	xiaohongke@hkust-gz.edu.cn

**Q&A: 1. How to bind tutors to freshmen before their tutors are assigned?**

When selecting the tutor on the system, new students should fill in Professor Man CHAN (for PG) or Professor Lijun ZHANG (for UG) as temporary tutor. Once the tutor approves, the registration process can be completed smoothly. For subsequent instrument reservations (except for consumable receiving and sample delivery reservation), only the local laboratory administrator's approval is required, and no longer requires the mentor's approval. The official mentor can be changed in the system once it has been confirmed.