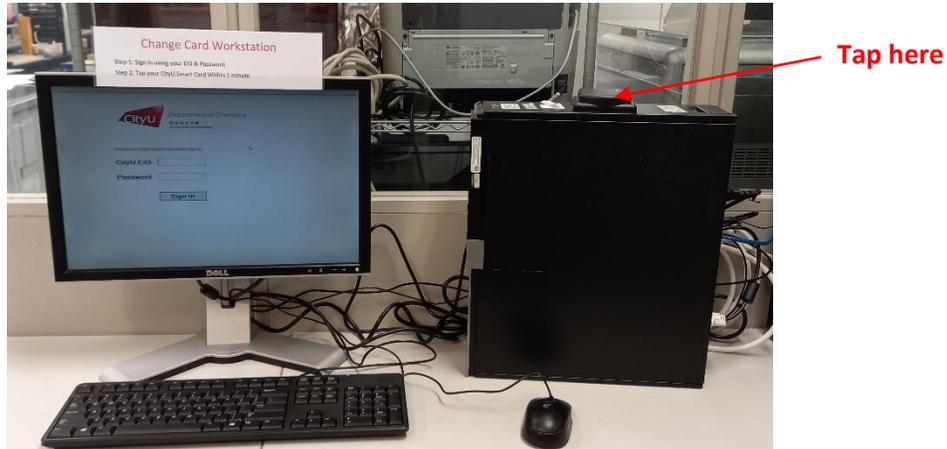


## Smart Lock Registration

- Register the CityU smart card by the following steps in the change card workstation outside G2405



- Login using CityU EID and password
- Tap the CityU smart card
- The registration of CityU smart card is success when you here a 'beep' sound
- Login and fill the registration form (<https://lab.chem.cityu.edu.hk/registration>)
- Press 'Submit'
- The registration form will be sent to your email account
- Print out the form, get it sign by your supervisor and relevant colleagues
- Get soft copy of the following document:
  - Web based safety training report
  - Risk assessment report
- Login (<https://lab.chem.cityu.edu.hk/registration>), upload:
  - signed application form
  - web base safety training report
  - Risk assessment report
- Applicant will receive confirmation email when the application is successful.
- Visit the registration system again if you:
  - Change supervisor
  - Extend Contract
  - work Overnight
  - add room
  - add Equipment