

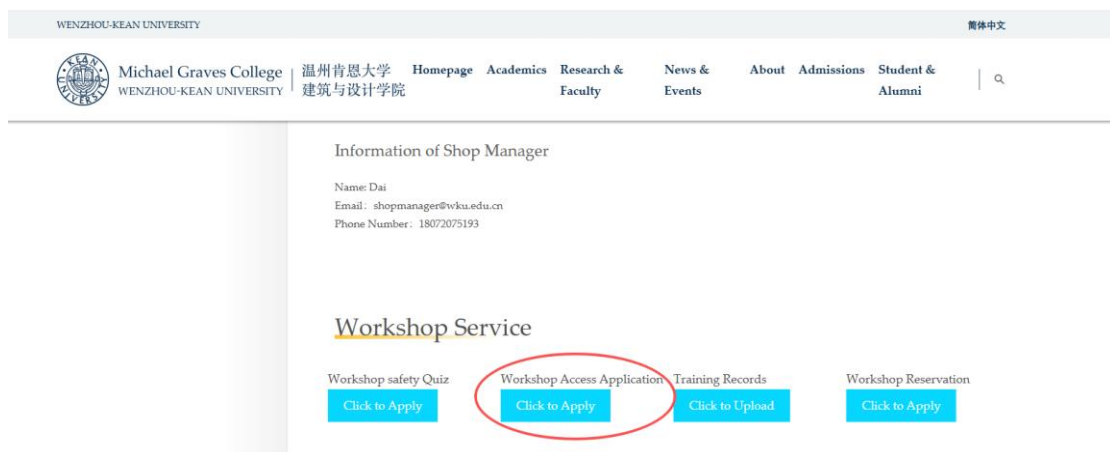
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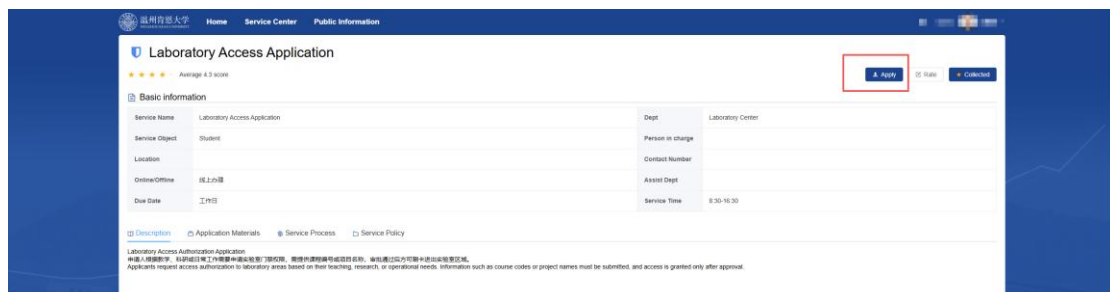
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## Manual-Workshop Access Application and Reservation

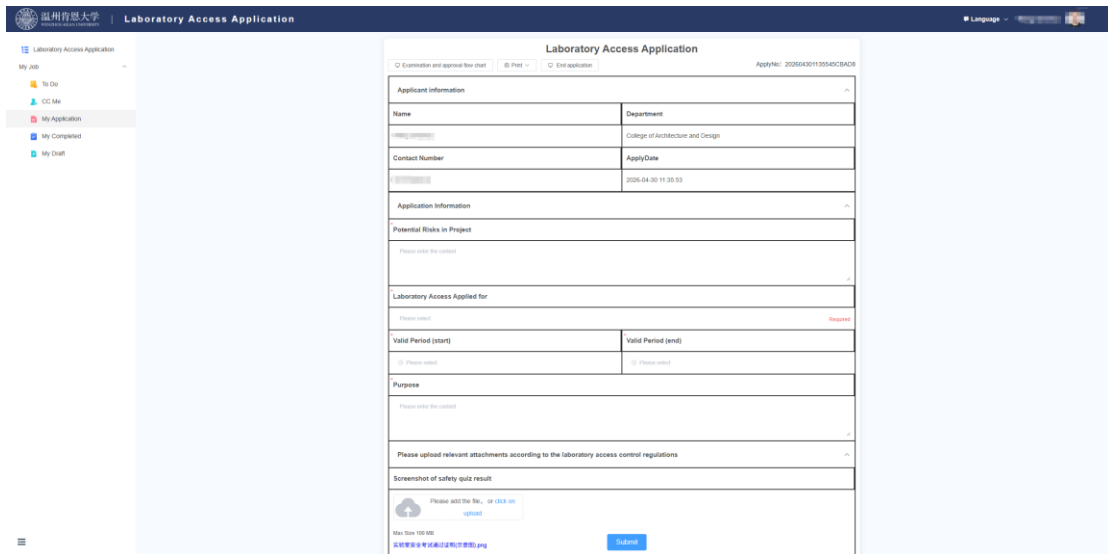
1. Log in My WKU at <https://www.wku.edu.cn/>
2. Go to college website at <https://design.wku.edu.cn/en/mgc-workshop> ,find the link of Workshop Access Application.



3. Get Workshop access permission through **ONCE**. Find “Service Center-Laboratory Center-Laboratory Access Application” and click apply.



4. Fill the form and select the workshop that you applying for.

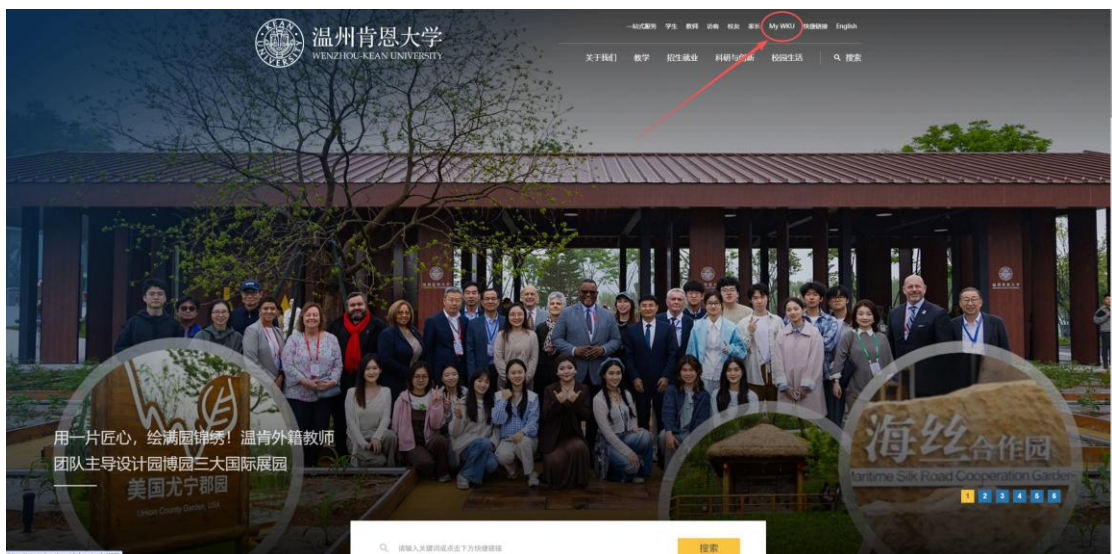


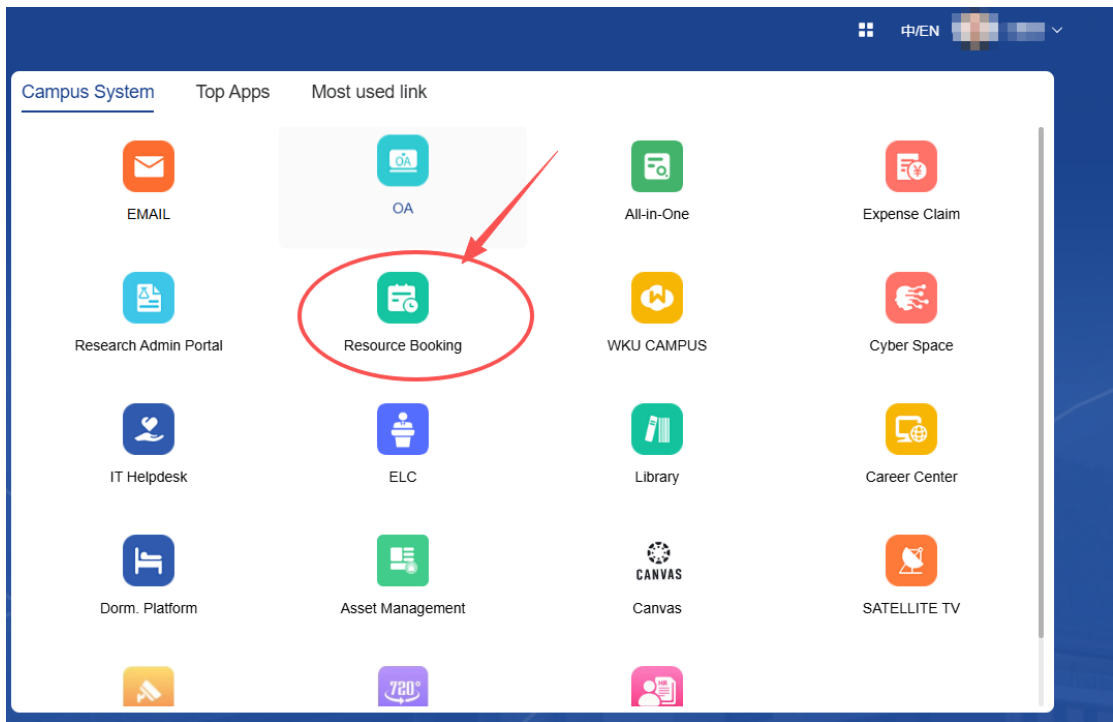
5. For student: submit ①-③; For faculty and staff: submit ① and ④.

\*For safety quiz please go to <http://192.168.51.11:8008/login>, complete the corresponding safety test, achieve a score of 90 or above, and upload a screenshot of your result. Username: Student ID or Faculty/Staff ID, Default Password: 123456

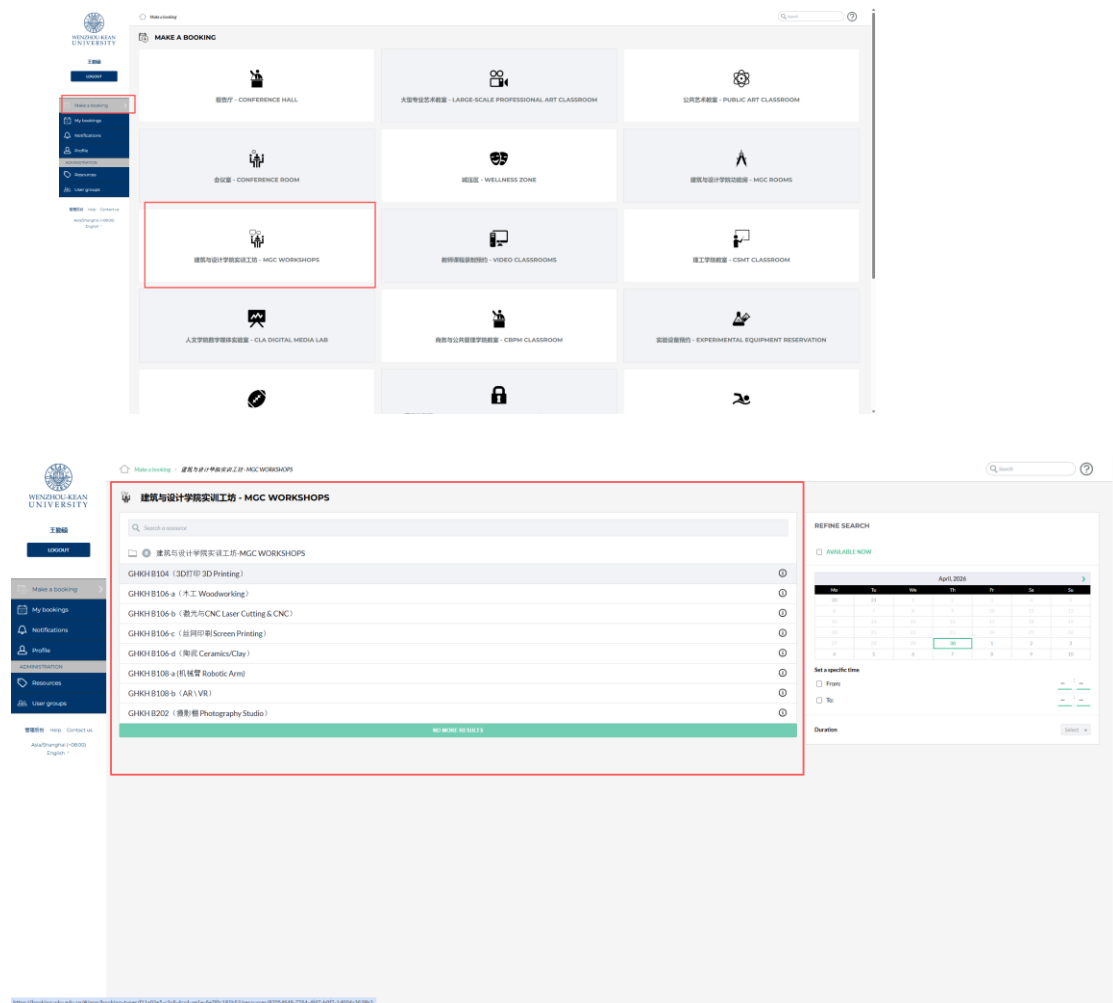
<p><b>Screenshot of safety quiz result</b></p> <p>Please add the file, or click on <a href="#">upload</a> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span></p> <p>Max Size 100 MB  <a href="#">实验室安全考试通过证明(示意图).png</a></p>	
<p><b>Laboratory Safety Acknowledgment Form for Students</b></p> <p>Please add the file, or click on <a href="#">upload</a></p> <p>Max Size 100 MB  <a href="#">理工学院自然科学系 - 学生安全责任承诺书CSMT LaboratorySafetyAcknowledgmentForm.docx</a> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>  <a href="#">【学生申请必备】 建筑与设计学院 - 学生实训工坊安全责任承诺书 Workshop Safety Acknowledgment Form for Students.pdf</a>  <a href="#">【学生申请必备】 建筑与设计学院 - 实训工坊导师确认书 Student Workshop Supervision Confirmation Letter.pdf</a> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span></p>	
<p><b>Student Lab Work Supervision Confirmation Letter</b></p> <p>Please add the file, or click on <a href="#">upload</a></p> <p>Max Size 100 MB  <a href="#">理工学院自然科学系 - 学生实训培训确认书CSMT Student_labWorkSupervisionConfirmation Letter.docx</a></p>	
<p><b>Laboratory Safety Acknowledgment Form for Research Groups</b></p> <p>Please add the file, or click on <a href="#">upload</a></p> <p>Max Size 100 MB  <a href="#">理工学院自然科学系 - 科研团队实验室安全承诺书CSMT-Laboratory-Safety-Acknowledgment-Form-for-Research-Groups.docx</a> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">4</span>  <a href="#">建筑与设计学院 - 教职工实训工坊安全责任承诺书 Workshop Safety Acknowledgment Form for faculty staff.pdf</a></p>	
<p><b>Valuable Equipment Training Record</b></p> <p>Please add the file, or click on <a href="#">upload</a></p> <p>Max Size 100 MB  <a href="#">贵重仪器培训登记表(样表).png</a></p> <p><b>动物实验申请表</b></p>	
<p><a href="#">Submit</a></p>	

- Once your access application has been approved, please present your approval record to the workshop manager, who will then enter your WKU email address into the resource booking system.
- Please make a reservation through the resource booking platform 24 hours in advance before each use.
- Log in My WKU at <https://www.wku.edu.cn/>, find **Resource booking**





9. Go to **MGC Workshops**, chose the workshop and apply.





Central Booking System &lt;notifier@scientia.com.cn&gt;

收件人: Chu Jiaojiao; Wang Qinshuo

Dear user,

There is a booking concerning you that has been requested in Central Booking System, waiting for approval!

Booking Title : Booking Test

Booking Resource : GHKH B108-b (AR \ VR)

Booking Applicant : 陈奕棋

Booking Starts : 2026-05-01 15:00:00

Booking Ends : 2026-05-01 16:00:00

You can view the meeting detail here: <https://booking.wku.edu.cn/#/app/booking-requests?id=b5e10346-06ff-41ed-a775-a41be1ea96cc>

This is an automatically generated email from WKU Resource Booking System. Please do not reply to this email.

WKU Central Booking System

亲爱的用户，您好！

有一项与您相关的预定已提交申请，等待审批，具体信息如下：

申请者： 陈奕棋

预定标题： Booking Test

预定开始时间： 2026-05-01 15:00:00

预定结束时间： 2026-05-01 16:00:00

预定资源：GHKH B108-b (AR \ VR)

您可以通过该链接查看具体详情：

<https://bookings.wku.edu.cn/#/app/booking-requests?id=b5e10346-06ff-41ed-a775-a41be1ea96cc>

该邮件由资源预约系统自动生成发出，请不要回复该邮件。

10. FIC will review the applications and notice email will back to you when it's approved.

\*Please apply 24 hours ahead.

# Manual-Laboratory Safety Quiz

1. <https://design.wku.edu.cn/en/mgc-workshop>

WENZHOU KEAN UNIVERSITY

Michael Graves College  
WENZHOU KEAN UNIVERSITY

温州肯恩大学  
建筑与设计学院

Homepage Academics Research & Faculty News & Events About Admissions Student & Alumni

MGC Publications

Lease Contract & CNC	GH2018106-A	Yveson Zhou (周)	<a href="#">info@wku.edu.cn</a>	
Screen Printing	GH2018106-A	Yuebin Peng (彭)	<a href="#">info@wku.edu.cn</a>	
Ceramics Clay	GH2018106-A	Shuangbing Li	<a href="#">info@wku.edu.cn</a>	
Photographer Studio	GH2018102	Penny Skarupka (斯科普)	<a href="#">penny@wku.edu.cn</a>	<a href="#">Check</a>
AR 1 YR	GH2018106-A	Matthew Wood	<a href="#">mwood@wku.edu.cn</a>	

Information of Shop Manager

Name: Dai  
Email: [shopmanager@wku.edu.cn](mailto:shopmanager@wku.edu.cn)  
Phone Number: 10072075193

Workshop Service

Workshop safety Quiz [Click to Apply](#) Workshop Access Application [Click to Apply](#) Training Records [Click to Upload](#) Workshop Reservation [Click to Apply](#)

Workshop Regulations

- MGC Workshop Safety Management Regulations
- MGC Emergency Response Procedures for the Workshop

3.Login Experimental Teaching Management Platform.

Username: Student ID or Faculty/Staff ID, Default Password: 123456

Home 实验室 实验室 实验室 实验室

## Experimental Teaching Management Platform

登录 / Login

用户名:

密码:

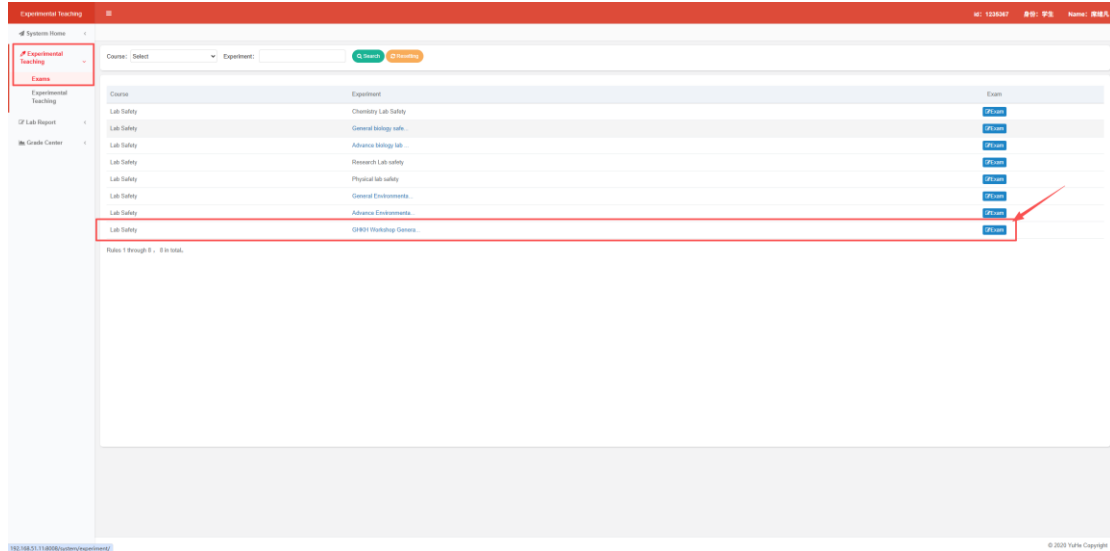
登录

联系我们: 10072075193 10072075193

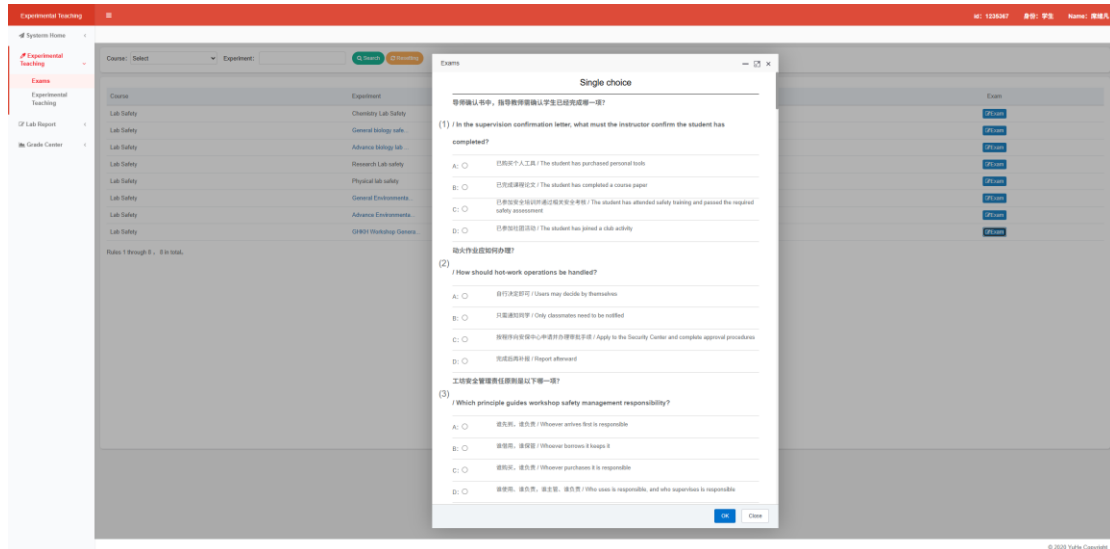
Lab Center

1 2 3 4

4.Choose GHKH Workshop General Pre-entry Quiz- Exam or other corresponding safety test.



## 5. Finish the Quiz



## 6. Screen shoot the passed final score with a passing score of 90 or above (inclusive).

Experimental Teaching

System Name: Experimental Teaching

Lab Report

Grade Center

Course: Please select Experiment name: Please select experiment

Standard: 0.0% Exam grade: 100.0% Grade Center

ID	Name	Course	Experiment name	Situation	Exam grade	Grade Center	Upload
123456	Lab Safety	General biology safe	General biology safe	Not taken	0	Not set course at the exam session	Upload
	Lab Safety	GHKH Workshop General	GHKH Workshop General	Not taken	0	Not set course at the exam session	Upload

Rules 1 through 2, 2 in total.

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7. Upload the screen shot of the final passed score record to the ONCE system, and submit.

### Laboratory Safety Quiz

Print

**Lab Course**

GHKH Workshop

**Instructor**

Corresponding FIC

**Quiz Link**

[Click Jump http://192.168.51.11:8008/login](http://192.168.51.11:8008/login)

**Screenshot of Quiz Result (90 points or above)**

Please add the file, or [click on upload](#)

Max Size 100 MB

**Promise**

I have read and agree to abide by the laboratory safety management regulations of Wenzhou-Kean University  
 and agree to sign the Lab Safety Acknowledgement Form [Lab Safety Acknowledgement Form](#) Required

[Submit](#)