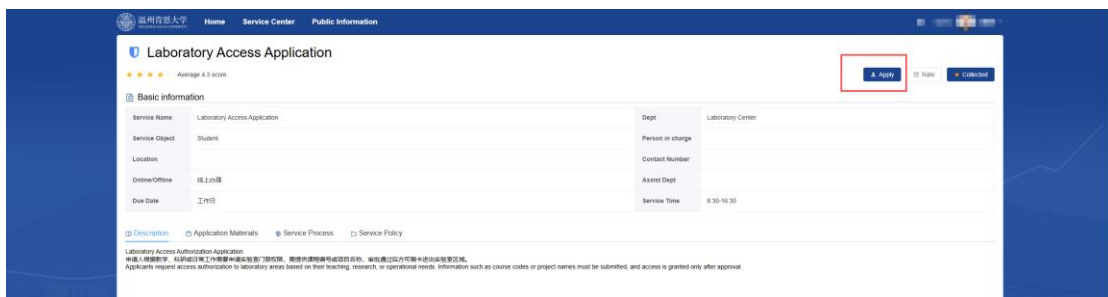
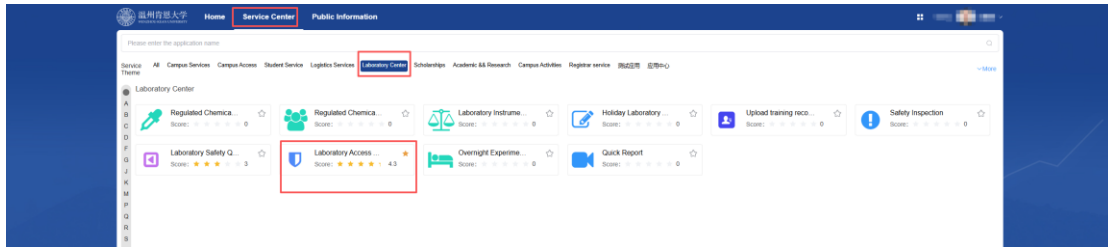
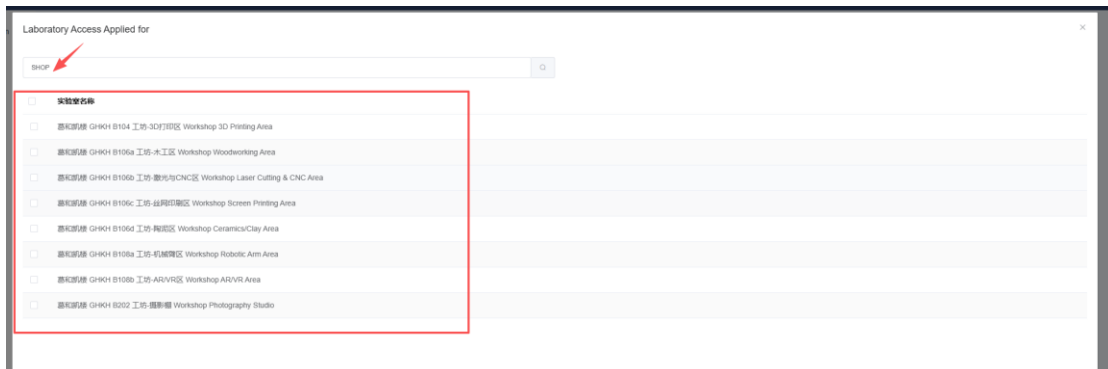


Manual - Workshop Access Application and Reservation

1. Log in My WKU at <https://www.wku.edu.cn/>, Get Workshop access permission through **ONCE**. Find "Service Center-Laboratory Center-Laboratory Access Application" and click apply



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



Laboratory Access Application

Applicant Information

Name	Department
Contact Number	Apply Date

Application Information

Potential Risks in Project

Laboratory Access Applied for

Valid Period (start) | Valid Period (end)

Purpose

Screenshot of safety quiz result

Submit

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

Screenshot of safety quiz result

1

Laboratory Safety Acknowledgment Form for Students

2

3

Student Lab Work Supervision Confirmation Letter

Laboratory Safety Acknowledgment Form for Research Groups

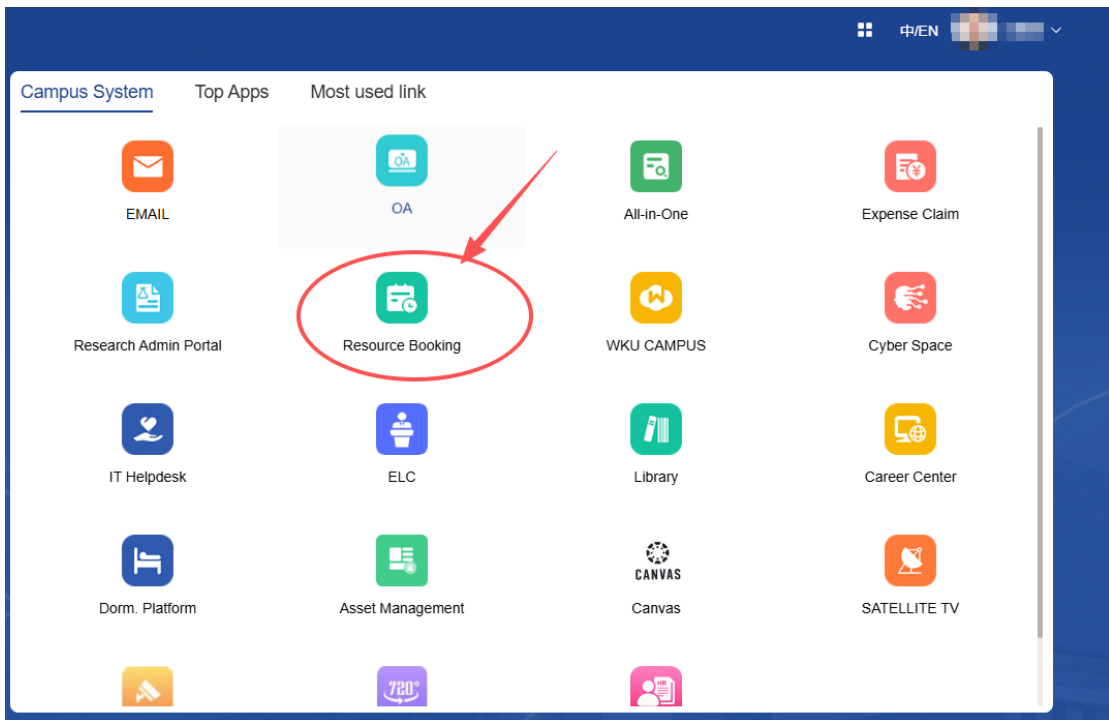
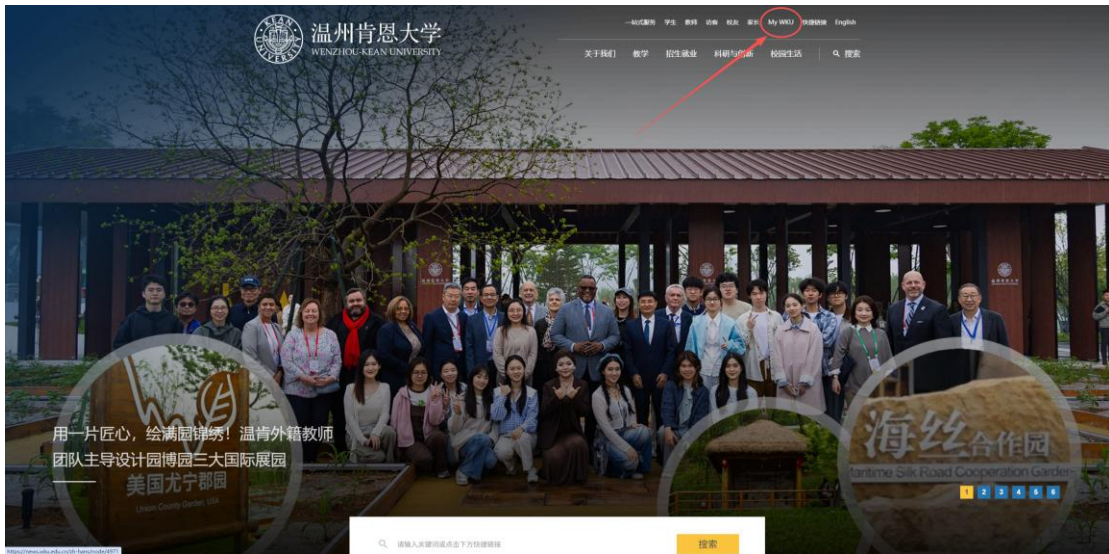
4

Valuable Equipment Training Record

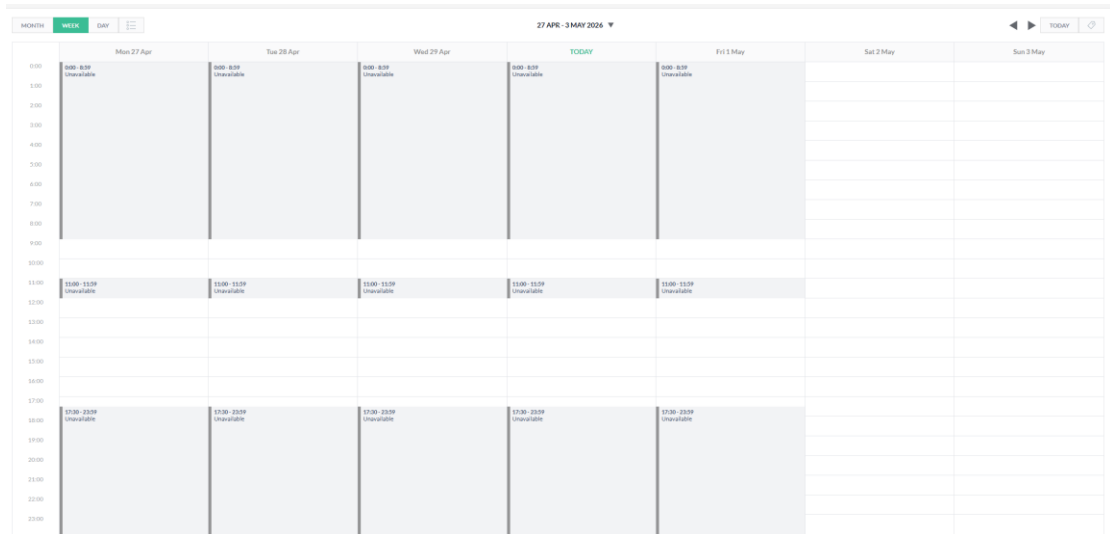
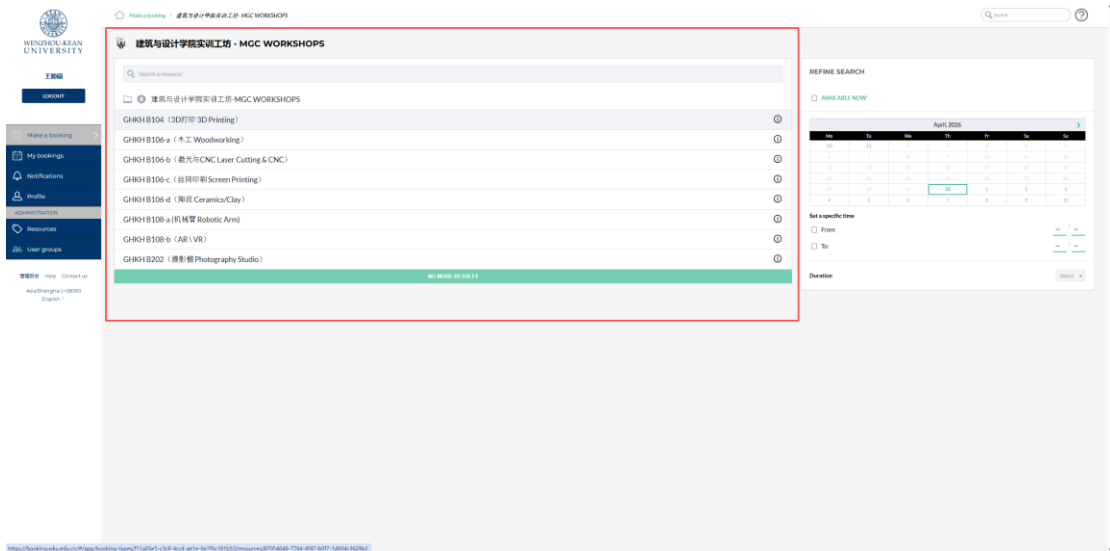
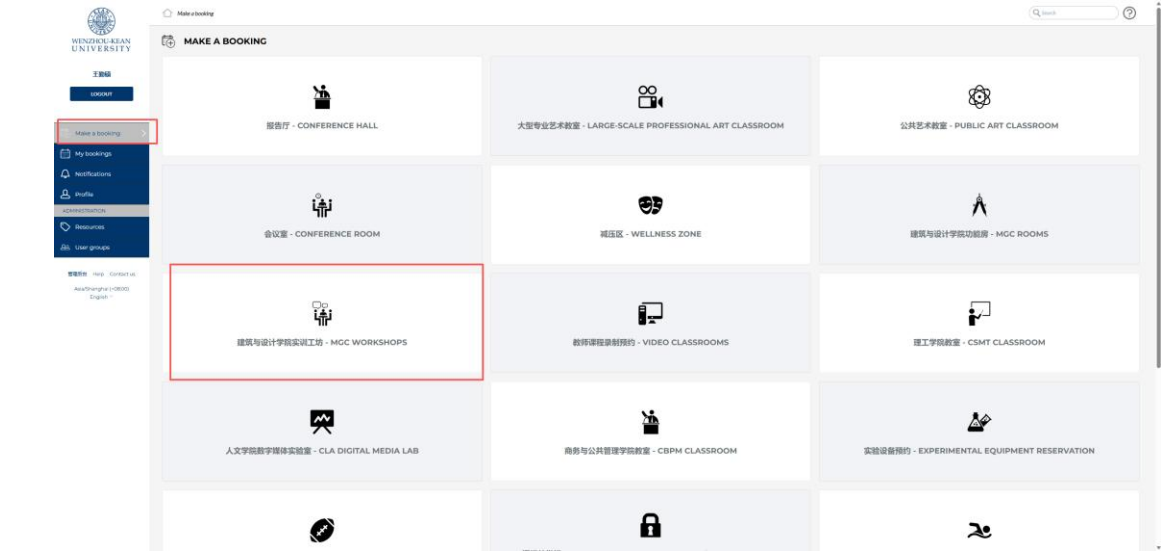
Submit

4. Once your application has been completed approved. Your account will be effect for workshop resource booking.

5. Log in My WKU at <https://www.wku.edu.cn/>, find **Resource booking**



6. Go to **MGC Workshops**, chose the workshop and apply. FIC will review the applications and notice email will back to you when it's approved.
*Please apply 24 hours ahead.



7.
8.

NOTIFICATIONS

YOUR ACTIVITY

预定的GHKH B108-b (AR\VR) 在2026/04/30 10:48-49从2026年05月1日 星期五 15:00至2026年05月1日 星期五 16:00于 2026年04月30日 星期四 由 chenylq@wku.edu.cn 处理。目前状态：目前状态 已请求
 Booking Test
 Booked by 陈炎祺 (chenylq@wku.edu.cn)
 9分钟前 (2026/04/30 10:48:49)
 Reference: R5#BK0ZUMQ3B
 Processed by: chenylq@wku.edu.cn 9分钟前 (2026/04/30 10:48:49)

CONFIRM ACCEPTANCE

Are you sure you want to accept this booking?

ADD OPTIONAL NOTE

我的预定

4月27日-4月28日 2026

4月27日 周一	4月28日 周二	4月29日 周三	今天	4月30日 周四	5月1日 周五	5月2日 周六	5月3日 周日
08:00							
09:00							
10:00							
11:00							
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22:00							
23:00							
00:00							

BOOKING TEST

请接受此预订

5月1日 星期四
15:00 - 16:00

课程: GHKH B108-b (AR\VR)

预订人: 陈炎祺 (chenylq@wku.edu.cn)

WENZHOU LEAN UNIVERSITY

王炎祺

teacher

You have accepted the booking.

You do not have any bookings to approve.

