Chang Gung University – Research Service Platform Online Reservation System

🔗 **Website:** https://insreservation.cgu.edu.tw

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1. Overview

The Chang Gung University Research Service Platform provides an **electronic reservation system** for research instruments and services.
You can register, book, and review instrument usage records via **computer, tablet, or smartphone**.
Reservations are displayed in a **calendar view**, and all previous booking information can be **saved and downloaded**.

⚠️ *Please note: the [Healthy Aging Research Center] and [Molecular Medicine Research Center] do not provide online reservations. For these facilities, please contact the respective center administrators directly.*

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2. Main Features

- Digital booking and record storage.
- Accessible from any device.
- View available instruments and reservation status.
- Manage and review laboratory member reservations (for PIs).
- Export booking reports in Excel format.

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3. Registration Steps

1. Click **"Register"** on the homepage.
2. Fill in your personal information:
   - Email
   - Name
   - Extension number

- Password
- School/Organization
- Department/Division
- PI's (Principal Investigator's) Email and Name

💡 *Members from the same lab must enter the same PI's email.*
Incomplete or incorrect PI information will result in disqualification.

3. Verify your **email address** via the verification link sent to your inbox.
4. Your **PI will also receive verification emails**.
   - The first time a PI account is created, they will receive:
     1. A notification of account creation.
     2. A PI verification email (must be clicked to activate PI privileges).
     3. A user verification request email.
   - For subsequent users under the same PI, only the third email will be sent.
5. Once both the **user and PI have verified**, you can start making reservations.

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4. Reservation Procedure

1. Log in to the system.
2. Select the **instrument or service** you wish to reserve.
3. Click **"Reserve"** and choose your preferred time slot.
4. Wait for **approval by the instrument manager**.
5. Once approved, both the user and PI will receive a confirmation email.

- Reservations open every **Monday** for the next **14 days**.
- Booking is limited to **working hours (Mon–Fri, 08:30–17:00)**.
- Same-day reservations or cancellations are **not allowed**; contact the instrument manager for changes.

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5. Additional Notes

- Reservations exceeding set limits will require manager approval.

- Users can modify their reservation time **before the session begins**.
- PIs can view and download all lab members' booking records in **Excel format**.
- For entrusted operation ("manager-assisted sessions"), please book within the time slots designated as **available for manager service**.

主持人E-mail驗證

主持人會收到：

Hi 測試PI,

Hello has requested PI verification in the CGU Researvation System. To verify you are the PI to Hello, please click the URL below. https://insreservation.cgu.edu.tw/users/confirm_pi_verify/7CC6aHaL4cJzxplDOhmZZA　＊ 請點擊此連結以驗證該實驗室人員身分。

If you do not know Hello or Hello is not a member of your lab. Please ignore this e-mail.

＊ 如果連結無法點擊，請複製到瀏覽器開啟。

主持人驗證後，使用者會收到：

Hi Hello, Your PI verification result: 2020-02-21 13:58:24 +0800