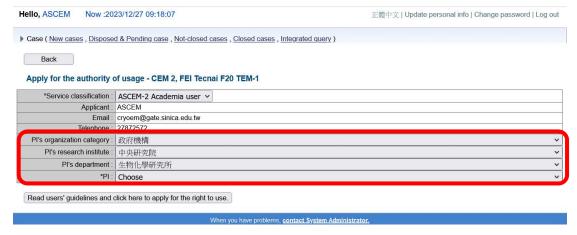
Q4. What to do if a registered user needs to change PI and institute due to position change or resignation?

- A4. (1) The User can directly register for a new account by a different email account.
 - (2) If the User wants to keep using the original email, please revise the "Update personal info" webpage first, then follow the steps below for updating the "Authority of Usage" if ever applied for it.



- Instruments that need to apply for the "Authority of Usage", e.g. CEM2 and Vitrobot.
- STEP 1: The User actively contacts and gets a consensus with the facility manager/staff to close the previously approved "Authority of Usage".
- STEP 2: The User applies for the new "Authority of Usage" with the current PI's information when submitting a new case application.



STEP 3: After the current PI approves the "Authority" application first, then facility manager/staff receives the request from the system.

PI approval processes as STEP1 \rightarrow 2 \rightarrow 3:



• Instruments NOT need to apply for the "Authority of Usage", e.g. CEM1, CEM3, and CEM4.

The User can reselect the PI when submitting a "Case Application". If the PI's information cannot be found from the drop-down menu, that means the PI has not registered yet, please ask the PI to register an account first.

Service Request - CEM 4, Titan Krios

