

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.

The screenshot shows the 'Apply for the authority of usage' form for CEM 2, FEI Tecnai F20 TEM-1. The form includes fields for 'Service classification', 'Applicant', 'Email', and 'Telephone'. Below these, there is a section for 'PI's organization category' with a dropdown menu. The dropdown menu is open, showing options for '政府機構', '中央研究院', '生物化學研究所', and '*PI: Choose'. The 'PI's organization category' section is highlighted with a red box. Below the form, there is a link for 'Read users' guidelines and click here to apply for the right to use.' At the bottom, there is a footer with the text 'When you have problems, contact System Administrator.'

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→2→3:

The screenshot shows the PI approval process. At the top, there is a header with the ASCEM logo and name. Below the header, there is a navigation bar with links for 'Reservation' and 'Service Request'. The main content area shows a greeting 'Hello, ASCEM-PI' and the current time 'Now :2023/12/27 10:03:08'. There is a link for 'Update personal info' which is highlighted with a red box. Below this, there is a section for 'Case' with links for 'New cases', 'Disposed & Pending case', 'Not-closed cases', 'Closed cases', and 'Integrated query'. At the bottom, there is a footer with the text 'When you have problems, contact System Administrator.'

The screenshot shows the 'Approve the right to apply case - Pending List' table. The table has columns for 'Applicant', 'Group/equipment', and 'Case'. The first row shows 'Hsin-Hua Lin' as the applicant, 'Academia Sinica Cryo-EM Center (ASCEM) 108.01.01起 / CEM 2, FEI Tecnai F20 TEM-1' as the group/equipment, and 'ASCEM-2 Academia user' as the case. The 'Approve' button is highlighted with a red box.

- 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

*Service classification :	CEM4, Case Application ▾		
Applicant :	ASCEM (asyem@asie.sinica.edu.tw)	Telephone :	886292572
PI's organization category :	Government Agencies ▾	PI's research institute :	Academia Sinica ▾
PI's department :	Institute of Biological Chemistry ▾	*PI :	Choose ▾
*Funding source :	Choose ▾	*Title of research project :	