

**SMART CARD ACCESS FORM**

Name	
Matric No	
Period (eg : 1/1/2016 -1/12/2016)	
Program	
6 Digit No	
No. H/P	
Department (please tick )	<input type="checkbox"/> Admin
	<input type="checkbox"/> Organic Chemistry
	<input type="checkbox"/> In Organic Chemistry
	<input type="checkbox"/> Analytical Chemistry
	<input type="checkbox"/> Physical Chemistry
	<input type="checkbox"/> Industrial Chemistry
Supervisor Signature & Cop	

**Access Room Request**

Laboratory	Tick (√)	Laboratory	Tick (√)
MUPA		FTIR Lab ( 370)	
GPC ( K113)		TOC ( 364)	
NMR ( 033& 032)		AAS Room ( K316)	
Capillary Electrophoresis Lab ( K214 )		GC Room ( 274 )	
Polarized Optical Microscope Laboratory ( 365)		Porosimeter Laboratory ( 170 )	

**FOR OFFICE USE**

**STAFF NAME** : \_\_\_\_\_

**DATE** : \_\_\_\_\_

**STANDARD OPERATION PROCEDURE TO USE SMART CARD SYSTEM**

- 1.) PLEASE FILL UP SMART CARD ACCESS FORM
- 2.) GET YOUR "6 DIGIT NO" FROM ANY SMART CARD READER AT SCHOOL OF CHEMICAL SCIENCES, USM
- 3.) USE YOUR MATRIC CARD, SCAN INTO THE READER, AT THE SAME TIME PUSH BUTTON NO. 7 & HOLD UNTIL A 6 DIGIT NO WILL APPEARED.
- 4.) YOU'LL GET YOUR "6 DIGIT NO" AND PLEASE FILL IN THE FORM.
- 5.) PLEASE ASK YOUR SUPERVISOR TO AUTHORIZED THE FORM BEFORE SUBMIT TO THE ADMINISTRATION COUNTER, SCHOOL OF CHEMICAL SCIENCES.

THANK YOU

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**TATACARA PENGGUNAAN SISTEM 'SMART CARD'**

- 1.) SILA ISI BORANG PERMOHONAN PENGGUNAAN SISTEM *SMART CARD*.
- 2.) SILA DAPATKAN "6 DIGIT ANGKA" DARI MANA-MANA PENGIMBAS YANG TERDAPAT DI PUSAT PENGAJIAN SAINS KIMIA.
- 3.) SILA LETAKKAN KAO MATRIK ANDA DI MESIN PENGIMBAS DAN PADA MASA YANG SAMA SILA TEKAN ANGKA 7 SEHINGGA TERPAPAR 6 DIGIT NO.
- 4.) SETELAH ANDA MEMPEROLEHI 6 DIGIT NO TERSEBUT, SILA ISIKAN MAKLUMAT BERKENAAN DI DALAM RUANGAN YANG DISEDIAKAN PADA BORANG.
- 5.) PASTIKAN ANDA TELAH MENDAPATKAN PENGESAHAN DARIPADA PENYELIA SEBELUM MENGHANTAR BORANG KE PEJABAT AM, PUSAT PENGAJIAN SAINS KIMIA.

TERIMA KASIH.