At the request of the Laboratory and Equipment Management Department, the International Joint College Instrument Sharing Platform (https://equip.intl.zju.edu.cn/)will soon achieve full integration with the Zhejiang University Analysis and Testing Management Service Platform (https://atc.zju.edu.cn/)

At present, the instrument submission and login docking functions have been launched. The integration of billing rules and the freezing of reserved funds function will gradually be launched in the later stage. To ensure the smooth progress of the integration work, users are requested to complete the following preparations before the full implementation of the function.

Note: After testing, the entire registration process only takes 5 minutes. Please refer to the video file for the information settings of the research team.For foreign teacher research team who currently do not have RA, we provide on-site assistance. Please contact Cai Zheng in advance (phone 13758370671), zhengcai@intl.zju.edu.cn

应校实验室与设备处的要求，国际联合学院仪器共享平台（网址：https://equip.intl.zju.edu.cn/）即将与校分析测试管理服务平台（网址: https://atc.zju.edu.cn/）实现全面对接。目前，仪器上报及登录对接功能已经上线。计费规则对接及预约经费冻结功能后期逐步上线，为确保对接工作的平稳进行，请各位老师在功能全面启用前，完成以下准备工作。

Note:经测试，整个注册流程只需花费5分钟，课题组信息设置可以参照视频文件。针对目前尚无 RA 的外籍老师课题组，我们提供现场协助，如有问题请联系平台蔡政老师（手机 13758370671）， zhengcai@intl.zju.edu.cn

（1） PI of the research team

Step 1. research team PI unified identity authentication login to Zhejiang University Analysis and Testing Management Service Platform(https://atc.zju.edu.cn/) and improve personal information.

Step 2. If there is no default created research team, contact the school level administrator at 0571-88208637 by phone to set it up.

Step 3. Click on the research team and after the default research team, click on "Edit" to set the funding card, limit and members. Click on "Submit" and a pop-up box will appear. Confirm that the information is correct and click "Confirm" to complete the process.

　　1.Campus members: Add directly by name or employee/student ID, as explained below.

　　2.Off campus members: (joint training graduate students/postdoctoral fellows/other types), need to register as off campus users in person first. Please refer to the following instructions for details.

（一）课题组 PI

1. 课题组 PI 统一身份认证登录浙江大学分析测试管理服务平台（网址 https://atc.zju.edu.cn/）并完善个人信息。

2. 若没有默认创建的课题组，电话联系校级管理员 0571-88208637 设置。

3．点击课题组，在默认课题组后这里点编辑，设置经费卡，限额和成员， 点提交会出现弹框，确定信息无误点确认即成功。

    1.校内成员：通过名字或工号/学号直接添加，具体见下方说明。

    2.校外成员：（联培研究生/博士后/其他类型），需本人先注册校外用户。具体见下方说明。

（2） On campus user registration

Step 1. Unified identity authentication login to Zhejiang University Analysis and Testing Management Service Platform(https://atc.zju.edu.cn/) and complete personal information in the "Personal Center".

Step 2. Bind the card and join the research team - make an appointment to use the instrument (provided that you have permission for the instrument)

（二）校内用户注册

1．统一身份认证方式登录浙江大学分析测试管理服务平台（网址 https://atc.zju.edu.cn/），并在"个人中心"里完善个人信息。

2．绑卡加入课题组—预约使用仪器（前提有该仪器的权限）

（3） Off campus user registration

Step 1. Click on the Zhejiang University Analysis and Testing Management Service Platform (https://atc.zju.edu.cn/).Please use your real information and real name when logging in as an off campus user in the upper left corner.

Step 2. Bind the card and join the research team - make an appointment to use the instrument (provided that you have permission for the instrument)

（三）校外用户注册

1．点击浙江大学分析测试管理服务平台（网址 https://atc.zju.edu.cn/），左上方"校外用户登录"-请使用本人真实信息和真实姓名。

2．绑卡加入课题组—预约使用仪器（前提有该仪器的权限）

For more operational procedures, please refer to the Zhejiang University Analysis and Testing Management Service Platform-Service Guide (https://atc.zju.edu.cn/service.html) or the attachment options.Please complete the registration and information editing work before March 15, contact Cai Zheng for on-site assistance if you need.

更多操作流程请参阅浙江大学分析测试管理服务平台-服务指南（https://atc.zju.edu.cn/service.html）或附件选项，请在 3 月 15 日之前完成注册、信息编辑等工作，如有问题请联系平台蔡政老师。