

Facility Loan Procedures

Application and Network Technology Laboratory

PROCEDURE FOR BORROWING LAB ROOM

1. Borrowers fill out the Lab Room Loan Form on the link maximum of 2 days before borrowing (during working hours). Laboratory room loan application form:
<http://ugm.id/FormPeminjamanLabdanAlat>
2. The borrower immediately reports to the laboratory after filling in the form (point 1) by bringing a letter requesting to borrow the laboratory room which has been signed by the borrower.
3. The laboratory requests approval for the loan from the Head of the TAJ Laboratory 2 days before the day of the loan.
4. If permitted, the laboratory prints 2 permission letters, one for the borrower, the other for the laboratory archive. If the loan application is rejected, the laboratory immediately contacts the borrower to notify and explain the reasons for the rejection.
5. Borrower takes a lab loan permit on H-1 for lab use, at 09.00 – 15.00 (break 12.00 – 13.00).
6. The laboratory explains the technicalities (access to the lab room) and borrowing regulations to the borrower when obtaining a lab borrowing permit.
7. Borrowers leave their KTM or other identification with the laboratory when using the laboratory room.
8. Available rooms include Room CU103 Ex BCA, Internet Services CU104, Workshop Services CU105, Computer Network Services CU106, Cyber Security Services HS109, Cloud Computing Services HS103.

PROCEDURES FOR BORROWING EQUIPMENT

1. Borrowers fill out the Equipment Loan Form on the link maximum of 2 days before borrowing (during working hours). Equipment loan application form:
<http://ugm.id/FormPeminjamanLabdanAlat>
2. The borrower immediately reports to the laboratory after filling in the form (point 1) by bringing a letter requesting to borrow the equipment which has been signed by the borrower.
3. The laboratory requests approval for the loan from the Head of the TAJ Laboratory 2 days before the day of the loan.
4. If permitted, the laboratory prints 2 permission letters, one for the borrower, the other for the laboratory archive. If the loan application is rejected, the laboratory immediately contacts the borrower to notify and explain the reasons for the rejection.
5. Borrower takes a equipment loan permit on H-1 for equipment use, at 09.00 – 15.00 (break 12.00 – 13.00).
6. The laboratory explains the technicalities and borrowing regulations to the borrower when obtaining a equipment borrowing permit.
7. Borrowers leave their KTM or other identification with the laboratory when using the equipment.

Download the application letter template form for borrowing lab room/equipment:
<http://ugm.id/templateLABTAJ>

The Laboratory: **Duanda Mahaputra**

Location : **TAJ Laboratory Cloud Computing Services Room HS103**

VPS LOAN PROCEDURE

1. Borrowers fill out the VPS Loan Form on the link maximum of 2 days before borrowing (during working hours). VPS loan application form:
<http://ugm.id/PengajuanPeminjamanVpsTRI>
2. The borrower immediately reports to the laboratory after filling in the form (point 1).
3. The laboratory requests approval for the loan from the Head of the TAJ Laboratory 2 days before the day of the loan.
4. If permitted, the laboratory prints 2 permission letters, one for the borrower, the other for the laboratory archive. If the loan application is rejected, the laboratory immediately contacts the borrower to notify and explain the reasons for the rejection.
5. The permission letter will be informed via email and downloaded and signed by the borrower after which it will be given back to the laboratory to retrieve the user IP and VM password.
6. The VM user IP and password will be provided via email.

VPN ACCESS APPLICATION PROCEDURE

1. Applicants who already have a VPS, fill out the VPN access application form on the link maximum of 2 days before the application (during working hours). VPN application form:
<http://ugm.id/PengajuanAksesVpnTRI>
2. The applicant immediately reports to the laboratory after filling in the form (point 1).
3. The laboratory requests approval for the loan from the Head of the TAJ Laboratory.
4. Permission letter will be provided via email.

TAJ LAB FREE SUBMISSION PROCEDURE

1. The applicant reports to the laboratory to submit a request for lab exemption by attaching a lab exemption request letter. Download the free lab application letter template form:
<http://ugm.id/TemplateSuratBebasLabTAJ>
2. The laboratory immediately registers the applicant's dependents at the TAJ laboratory for 2 working days.
3. The laboratory asks for approval from the Head of the TAJ Laboratory for 2 days to submit a laboratory exemption letter.
4. Exemption letter will be provided via email.

FLOW OF LAB ROOM/EQUIPMENT/VPN/VPS LOANS IN TAJ LAB

