

INSTRUCTIONS

1. Log into [CoreConnect](#).

- **FOR INTERNAL USERS:** If you have a CHLA email and password, select **CHLA Domain Username** (Okta single sign on) to sign in.
- **FOR EXTERNAL USERS:** If you do **not** have a CHLA email and password, select **Priority Software Account** (email address and unique password) to sign in.

Logon using:

CHLA Domain Username

Priority Software Account

Sign In

2. Select the **facility** from the right corner.

The screenshot shows the 'FBS User Activity Dashboard' with a 'Facility' dropdown menu open. The dropdown lists various cores: CHILDREN'S HOSPITAL (CHLA), BS = Biostatistics Core, CI = Cellular Imaging Core (selected), ECV = Extracellular Vesicle Core, FACS = Flow Cytometry (FACS) Core, HumanMRI = Human MRI, NEUROPSY = Neuropsychology Core, SAI = Small Animal Imaging Core, SC2 = Single Cell, Sequencing, and CyTOF Core, and SCA = Stem Cell Analytics Core.

3. Confirm that the **correct PI Lab** is selected if you are a member of more than one lab.

The screenshot shows the 'FBS User Activity Dashboard' with a 'You are viewing activity for PI:' dropdown menu open. The dropdown lists: Butler, Haley (102) (selected) and PI, Sample (503).

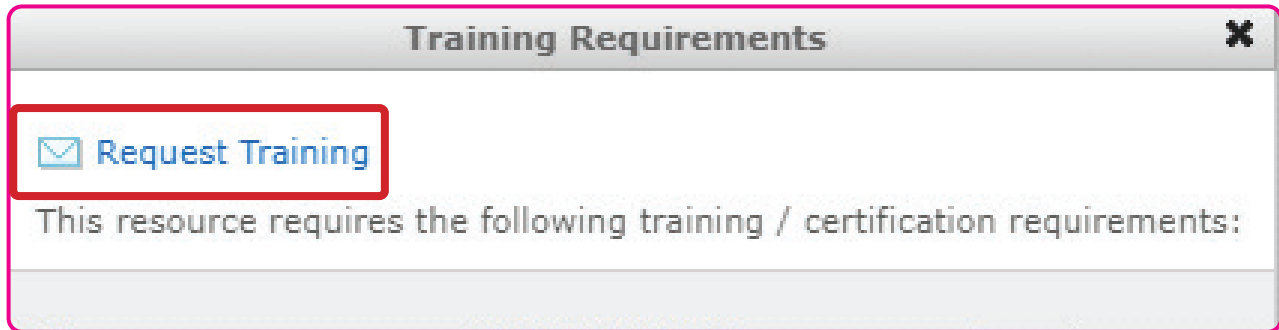
4. Scroll down to the Available Resources to Schedule section. Click **Request Training** that corresponds to the desired resource.

Available Resources to Schedule

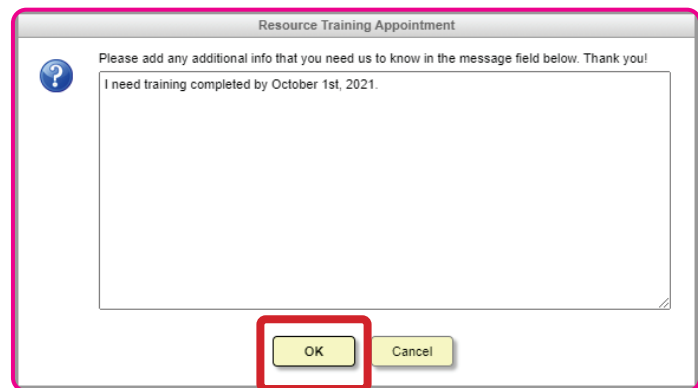
You can Schedule or Request Training on the following resources:

| Resource | Description | Actions |
|----------------|-----------------------|-------------------------|
| 2D_WORKSTATION | ✓ 2D workstation | Request Training |
| 3D_WORKSTATION | ✓ 3D Workstation | Request Training |
| LAVISION | ✓ LaVision lightsheet | Request Training |

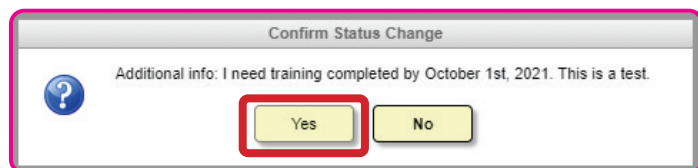
5. A pop up will display on the screen. Click on **Request Training** to send an email notification to the Core.



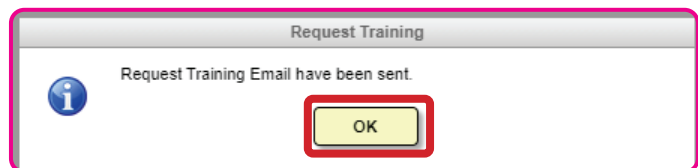
6. Another pop up will appear on the screen. Please enter any pertinent **comments** and then click **OK**.



7. Another pop up will appear on the screen. Click **Yes** to confirm.



8. Another pop up will appear on the screen. Click **OK** to exit the pop up. Your Training Request has been sent to the Core Facility.



NEED SUPPORT?

If you need assistance with CoreConnect specifically related to booking or scheduling a Core service, please contact the respective Core. Core contact information may be located at <https://www.chla.org/research/core-facilities>.

Visit [CoreConnect SharePoint](#) for more Quick Guides. If you are experiencing technical errors or glitches, please contact at Cores@chla.usc.edu.