

## CoreConnect, CHLA's Facility Billing System: Make a Reservation Job Aid

## **INSTRUCTIONS**

- 1. Log into <u>CoreConnect</u>.
  - 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 <u>not</u> have a CHLA email and password, select Priority Software Account (email address and unique password) to sign in.

Log	Logon using:					
0	CHLA Domain Username					
0	Priority Software Account					
	🐮 Sign In					

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



- 3. Click on the Schedule
- Select the **resource** to be reserved from the dropdown menu, then click on the **Calendar** day to create a new reservation.





5. Fill-in all **necessary information** and click **Save Changes**.

1

			diresday 11.00			
Lab Conti,	Peter (1484)		•	Comments		
Requestor Contl.	Peter	•				
ccount Pay						
PayAlias		•				