

CoreConnect, CHLA's Facility Billing System: Request Training Job Aid

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



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

Activity Accounting Settings Dashboards	Invoices Billing	Scheduling	Invoice / Quote # Project Quick Find		Facility: Cellular Imaging Core (CI) - Ø CHILDREN'S HOSPITAL (CHLA) - BS = Biostatistics Core - - CI = Cellular Imaging Core - - ECV = Extracelluar Vesicle Core - - FACS = Flow Cytometry (FACS) Core - - HumanMRI = Human MRI - - NEUROP = Neuropsychology Core - -	
FBS User Activity Das	SAI = Small Animal Imaging Core SC2 = Single Cell, Sequencing, and CyTOF Core SCA = Stem Cell Analytics Core					

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

ļ	Activity Accounting Settings	Invoices Schedul	Products	Invoice / Quote #	You are viewing activity for PI: Butler, Haley (102) PI, Sample (503)
	Dashboards	Billing Schedulin	g Ordering	Quick Find	

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					

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

	Training F	Requirements X
	Request Training This resource requires the followi	ing training / certification requirements:
6.	Another pop up will appear on the screen. Please enter any pertinent comments and then click OK .	Resource Training Appointment Image: Please add any additional info that you need us to know in the message field below. Thank you! Image: Im
7.	Another pop up will appear on the screen. Click Yes to confirm.	OK Cancel Confirm Status Change Additional info: I need training completed by October 1st, 2021. This is a test. Yes No
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.	Request Training Request Training Email have been sent. OK



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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 <u>https://www.chla.org/research/core-facilities</u>.

Visit <u>CoreConnect SharePoint</u> for more Quick Guides. If you are experiencing technical errors or glitches, please contact at <u>Cores@chla.usc.edu</u>.