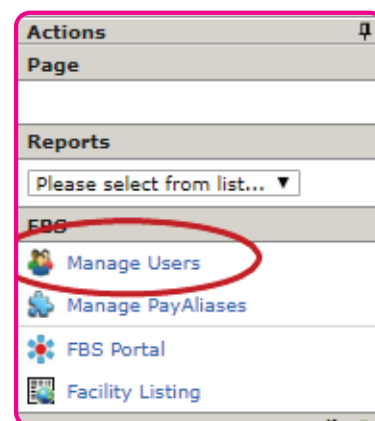
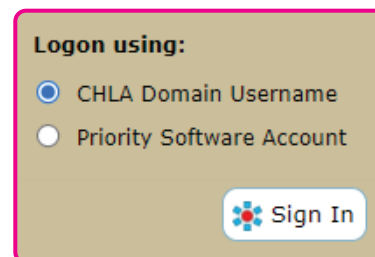



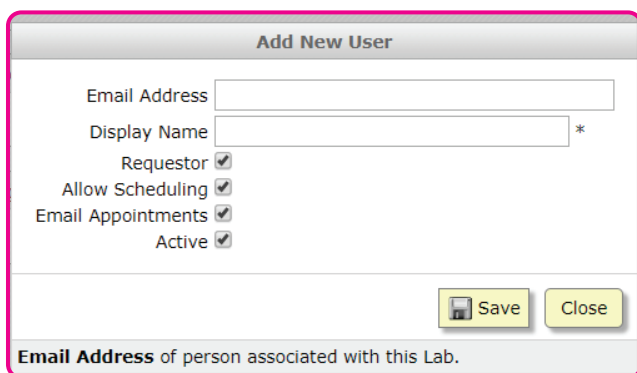
INSTRUCTIONS

- 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.
- Select the **Accounting** icon.
- Select **Manage Users** under the Actions tab.



- From this screen you are able to view all, **Users - Persons working on behalf of this PI**.
- Select  and fill in information before saving.

Note: Use "@chla.usc.edu" email addresses for Single Sign On. The "@med.usc.edu" and "@usc.edu" will require a unique password to sign into the system rather than CHLA Single Sign On.



6. All users will appear under Users – Persons working on behalf of this PI lab. You can modify user access, to your lab, by checking and unchecking **box** for the following options.

▼ Users – Persons working on behalf of this Lab (15)										
Name/Email	Primary	Manager Users	Accountant	Requestor	Allow Schedule	View Docs	Email Docs	Email Appts	A/P Drop-Box	Actions

- **Primary:** The Primary role indicates that this user is the Principle Investigator (PI) or primary responsible person for the PI's account.
- **Manager Users:** Allows this user to add / edit/ delete users for this PI's lab.
- **Accountant:** Allows this user to view/change financial activity for this PI's lab.
- **Requestor:** Allows user to request for services at other facilities in CoreConnect - FBS.
- **Allow Schedule:** Allows user to schedule reservations using the CoreConnect - FBS calendar.
- **View Docs:** Allows users to view invoices/quotes.
- **Email Docs:** User will receive a copy of all invoices/quotes sent to this lab.
- **Email Appts:** User will receive a copy of all reservation appointments made.
- **A/P Drop-Box:** Tells CoreConnect - FBS that this is an email only account and only receives information.
- **Active:** User is an active lab member.