INSTRUCTIONS
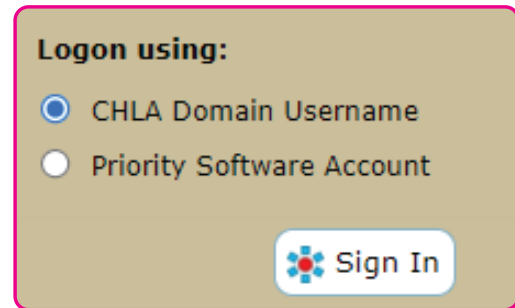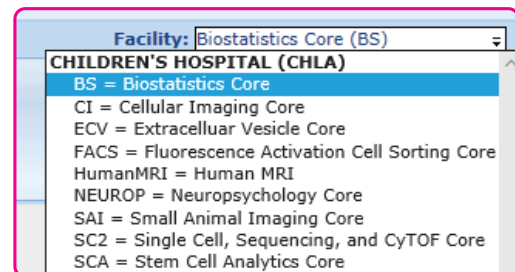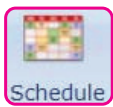
1. Log into CoreConnect.

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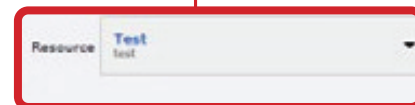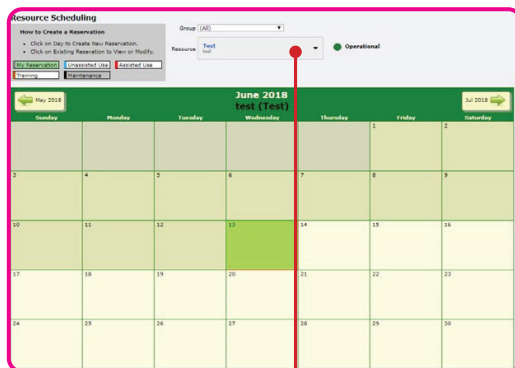
2. Select the **facility** from the right corner.

3. Click on the ⬜ **Schedule** icon.

4. 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**.