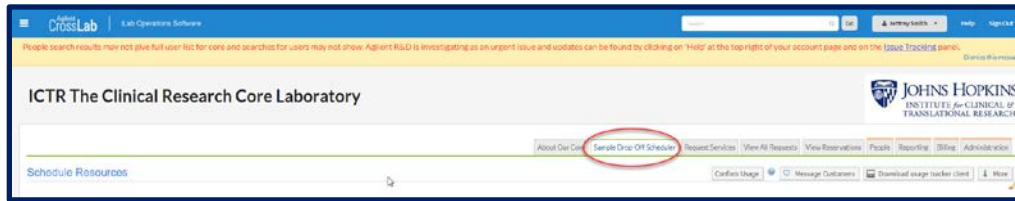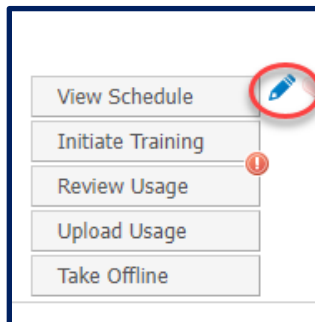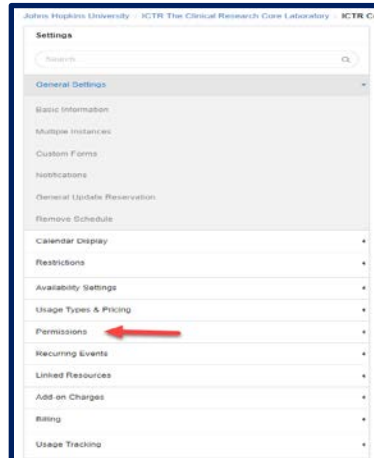# How to Grant Scheduling Permissions

1. Log into your core laboratory page and click on the scheduling tab.

2. Click on the blue edit pencil on the right side of the page.

3. This will open up the edit menu for your settings on the left side of the page. Click on Permissions.

4. Search for user to add by typing their name into the search box. Select trained from the drop-down menu and click add.