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**Instructions for FACES Scheduling System**

1. You will receive an email from the manager of the FACES scheduling system. This email has a link to the FACES website. Also note, the email will tell you that you are a member of the group TRINITY_IMAGING, and gives you your login id (mine is rhondar). A temporary password is also included in this email.
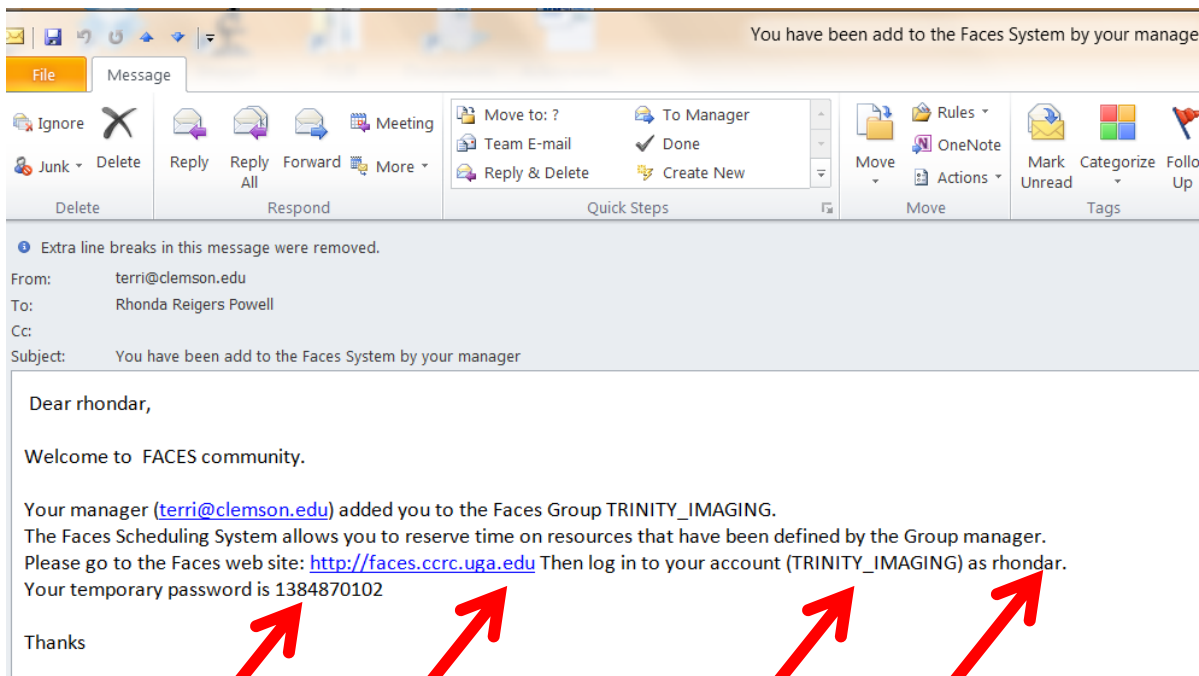
**2. Click on the hyperlink to go to the FACES website.**
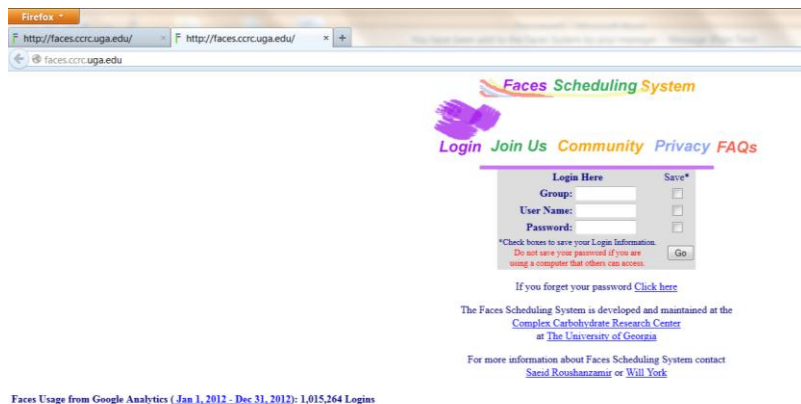
3. In Group, type TRINITY_IMAGING (and select save). Also type your user name (and you may choose to save this). Finally, type your temporary password. You must press GO to login to FACES.
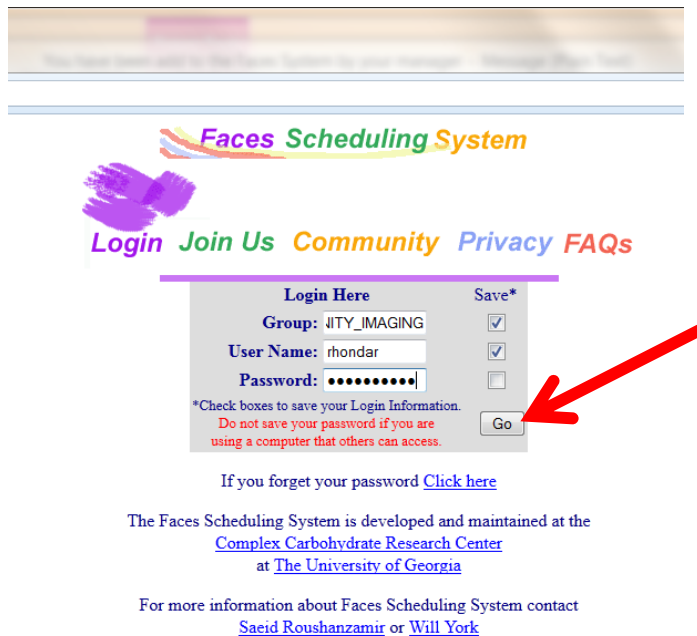
4. You will see a welcome screen. Choose "Password" to change your password to something that is easier to remember.

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5. After you have changed your password, you may choose schedules for the resources you are trained to use. Users may schedule resources from 9 am to 6 pm (M-F). For use of the equipment outside of these hours, contact CLIF Management.
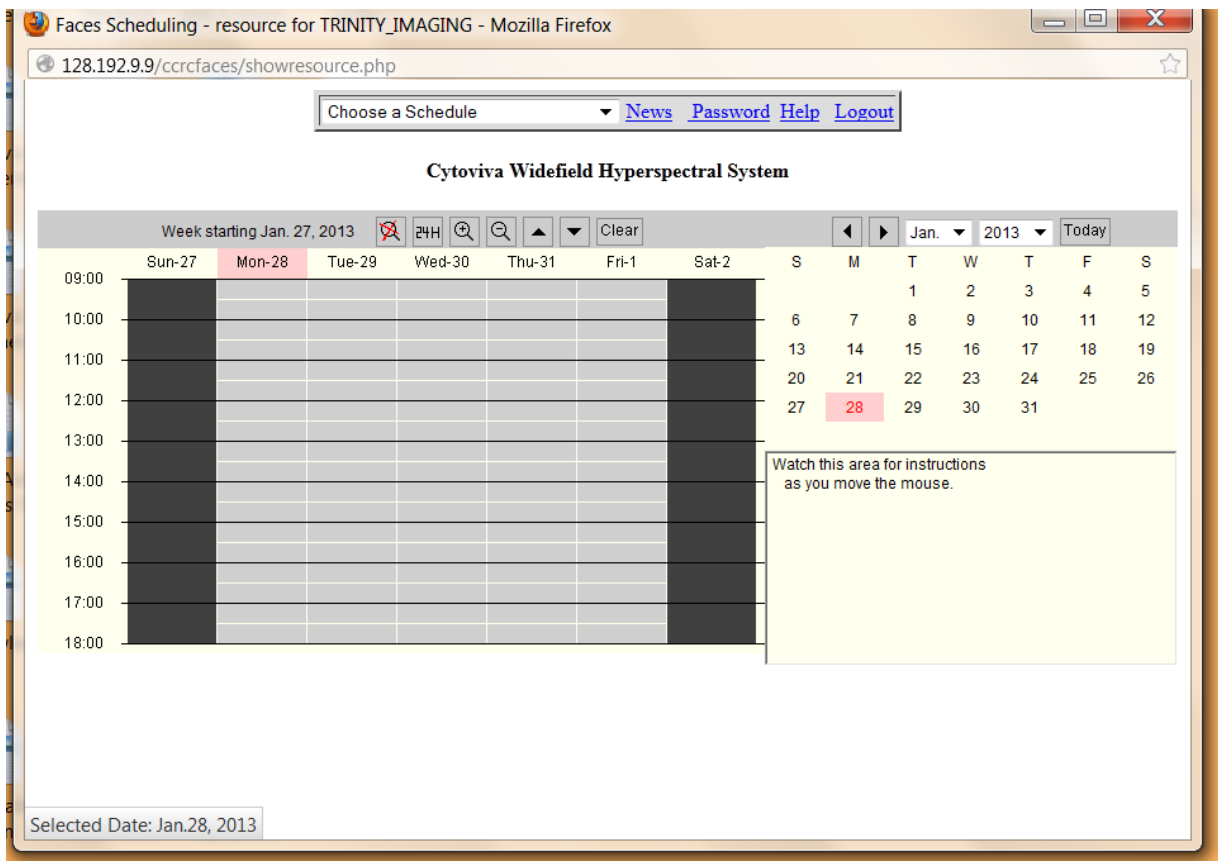
6. If you have trouble accessing a resource that you believe you are trained to use, forget your password, or have other issues pertaining to FACES, please feel free to contact us.