1. Log into Priority Software FBS using your USC NetID.
2. Under Operations, select the Labs icon.
3. Select the Lab Code associated to the user you would like to remove from your core facility.
4. Once in **Lab Details**, scroll down to **Active Facility Use**. Double click your core facility name. Once the blue triangle appears, hit the delete key on keyboard.

5. Double click your core facility name. Once the blue triangle appears, hit the delete key on keyboard. *This will disassociate the user with your core facility.*