NOTE: Training sessions can only be made by the core operators. Users do not have access to book training sessions.

1. Log into Priority Software FBS using your USC NetID.
2. Select SKU under Products / Services tab.
3. Setup Training as a new SKU.

4. Make sure the following is uncheck in the Training SKU information:
   - Show on Service Catalog?
   - Show on Calendar?

   Make sure to following is checked in the Training SKU information:
   - Operator Use Only?

5. Add SKU Pricing.
6. Select the equipment SKU to associate the training SKU with.

7. Scroll down to Resource Use Type. Then select the Equipment SKU as Unassisted Use for the first line. Then add second line for the Training SKU.

8. Your Training SKU is ready for use. When making a reservation, be sure to select Training to apply the pricing structure created in the Training SKU.