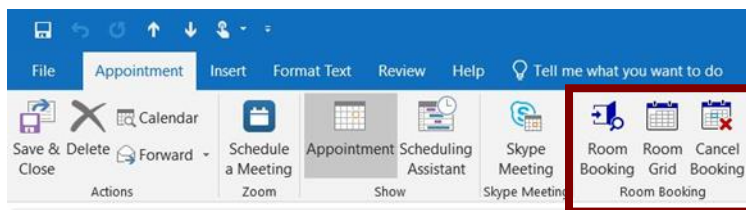## Room Booking For 300P and 500P Transitions to Event Services via Condeco

Starting November 17th, 2019, conference room booking will transition from Facilities, Services Response Center (FSRC) to Event Services for 300P and 500P campus. Condeco, room booking software, will be available to all SHC employees via Outlook add-in (coming soon!), enterprise site via SSO, and mobile application.

How to access Condeco:

Stanford Health Care Employees (SHC)

- Outlook Add-In - **Outlook add-in will be available post phase I launch***

- Condeco Enterprise Site (single sign-on – best on Chrome)
  - http://stanfordhc.condecosoftware.com
  - See **"Condeco Room Booking"** under "Connect To" in **SHC Connect**
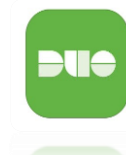

- Condeco Mobile Application
  - Search: **Condeco Room Booking**
  - Available on Google Play and App Store
    Use URL: stanfordhc.condecosoftware.com

Lucille Packard Children's Hospital (LPCH) and School of Medicine (SoM) Employees

- An SHC SID is required to access the Condeco enterprise site (single sign-on – best on Chrome):
  http://stanfordhc.condecosoftware.com
- To request access, fill out the Condeco access request form:
  - Condeco Access Request Form
- A member of the Event Services team will submit the request on your behalf.
- Once an SID is obtained, follow the next steps:
  - Call the IT Service Desk for a password reset: 650-723-3333
  - Download **Duo Mobile** app on your mobile device
  - Register your mobile device on:
    https://vpn.stanfordhealthcare.org/my.policy

For any IT related questions, please contact the SHC Service Desk: 650-723-3333

For any questions relating to Condeco or room booking and event services for 300 Pasteur and 500 Pasteur locations, email: EventServices@stanfordhealthcare.org