How to Reserve a Core Device

1. Log in to CORES: https://cores-usc.mis.vanderbilt.edu
   Enter your USC (Shiboleth) user name and password

2. Select Reserve Core Device

3. Select the device you wish to reserve. You may select up to 6 devices to view the calendar.

4. Select View Calendar.

5. Locate the desired reservation date/time and select the timeslot.
   Note: Timeslots in white are available. Timeslots in grey are unavailable.

6. On the reservation form, select the Account Number you wish to use for this reservation. You can also adjust the Start and End Time accordingly. Comments are optional.

7. Select Submit when you are ready to submit your reservation.

8. You will receive an email confirmation for your reservation. If the Core Manager updates or cancels your reservation, you will also receive an email.