How to Create an Order Entry/Line Item

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

2. Click 'Order Entry' under the Entry Tab.

3. Enter PI's Last name or Account Number in the search field.

4. Fill-in all necessary fields before submitting.
   *Note: Be sure the correct service date is selected.*