Logging In – Go to www.usc.edu/tara

Enter your USC Net ID and Password (the same login as other Shibboleth/USC Net applications such as myUSC, eCert, Blackboard, etc.).

Searching for My Awards

Click on My Active Awards to search for current awards.

Click on All My Awards to search for active and closed awards. (Closed awards are not yet available in TARA)

To view an award, click on Open.

Filtering and Refining Award Searches

To filter your search results, add additional search criteria to the fields in the Award Lookup screen.
Viewing Award Information

**View Account Balances:** To access current budget balances in KFS, click on the **account balances** button.

**Identify DCG and SPA Contacts:**
To display the contact’s details, click **Show** on the collapsed Central Administration Contacts tab.

**Review Award Terms & Conditions:**
On the collapsed Payment, Reports & Terms tab, click **Show** to display the Terms categories. Click **Show** to expand each category and display individual terms and conditions.

**Print Award Synopsis:**
On the Award Actions tab, go to the collapsed Print section and click **Show** then click **Print** to generate the PDF.

Accessing Other TARA Systems

In the center of the menu page, click on links in the Compliance Systems/CORES area to open new windows for Compliance systems or the Recharge system (CORES).

Making Changes to Awards and Budgets

Contact the Administrator in your department or school to initiate the process.