CORES Quick Guide

How to Reserve for a PI or Resource User

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

2. Under the Entry tab, click on Reserve Core Device.

3. The Calendar Resource Selection screen appears. Click on the arrows to see the dropdown lists.

4. The lists offer options as to what equipment can be reserved on the calendar.

   Click on the boxes to make a selection, or selections (up to 6), from the list, then click on View Calendar to enter the calendar. If you click on View Calendar before choices are made from the list, a pop up will appear reiterating that choices must be made first. For choices that will be needed on a regular basis, the Shot as Default button will allow saving of the choices, for future use.

   Clicking Return will return user to the Principal Investigator Portal screen (see #2, above).
5. Once choices are made in one or both **Bold** sections, and the Reservation Calendar Page is called up,

choose the reservation time you want from the (open) white times shown by clicking on it.


Choose “Reserve for a PI” or “Reserve for a Resource User,” input needed information below that (start/end time, Repeat, etc.), fill in any comments (optional) and attach any related files, as needed. Submit the request either by clicking **Submit**, or submit it and print out the reservation by clicking **Submit and Print**.

An email confirmation of the reservation will be sent to the requestor and to the account holder listed. If the Core Manager updates or cancels the reservation, an email will be sent to that effect, also. Currently accounts starting with ‘1’, ‘2’, and ‘8’ are listed under the financial officers (over 4,000 accounts) instead of the PI.