CORES Quick Guide

How to Place an Order – Resource User

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

2. On the Entry tab dropdown, click Order Entry.

3. To charge an order, select an account (by clicking an account number in red).

4. To place a request, fill out the fields and click on Add Item or Save as Open Order.