**CORES Quick Guide**

### Associating New Members/Accounts to a Contributing Center

Be sure to notify Office of Research (USCCORES@usc.edu) of new members before associating their account(s).

1. Log in to CORES: [https://cores.usc.mis.vanderbilt.edu](https://cores-usc.mis.vanderbilt.edu).
   Enter your USC (Shibboleth) user name and password.
2. Select Center Administrator of Contributing Centers role.
3. Select **Subsidy Account Selection** under the **Maintenance Menu** tab.

![Subsidy Account Selection](image)

4. Use either the 'Last Name' search field to select the PI.

![Contributing Center Maintenance - PI Selection](image)

Once the screen updates, select the PI’s name and select (✓) the Account Numbers that are authorized to receive center’s pricing.