CORES Quick Guide

How to Add a Resource

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

2. Click on Maintenance Menu – Resource. Once the page loads, click the Add Resource button at the bottom of the page.

3. The Resource Maintenance – Add/Edit screen requires input of information in order to add or update a resource. Select radio buttons where shown.

4. Once the resource has been created, go back into Item Maintenance – add/create this resource as an item. Lastly, assign the resource from Steps 3 to the newly created item by selecting the item from the ‘Assigned Resources field.’