How to Add External Users

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

2. Go to the Maintenance Menu – click on External.

3. The Add External User: Request Form will appear.

Fill out all Bold fields in the User Account section.

4. The Invoice Address section offers an optional drop down list under Company.

Clicking on a company in the dropdown list will populate the Company field, but not the other fields below it.

Clicking on the button will cause the dropdown box to disappear.

Fill in all of the empty fields and click on when finished.