CORES Quick Guide

How to Add an Assistant to a Resource

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

2. In the Resource Maintenance – Click on 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 an assistant. Answer ‘Yes’ to ‘Is this resource an Assistant?’
4. Once the assistant has been created, go back to Item Maintenance and select the service and associate it with the newly created lab assistant.

5. To finalize – go back to Resource Maintenance. Select the resource and assign the assistant.
6. When placing the reservation, choose the assistant and click the refresh button and the only the times where both the assistant the resource are available will display.