# CORES Quick Guide

## How to Update Your Core Account Information

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. To update Core account information click on ‘Core’ in the Maintenance Menu tab.

3. The Core Maintenance screen contains two buttons – Functionality Controls and Contributing Centers. Click on either one to begin to update your Core account information.

4. The Contributing Centers screen shows with which center your core is associated. For changes, please contact the Office of Research.

5. The Core Functionality Controls screen provides details as to the items listed. Rolling your cursor over an item (including check boxes) will produce a gray explanatory pop up box, giving details about the item. Make needed changes* and click on Update Controls.

*Contact the Office of Research if you would like to change/update the predetermined items.