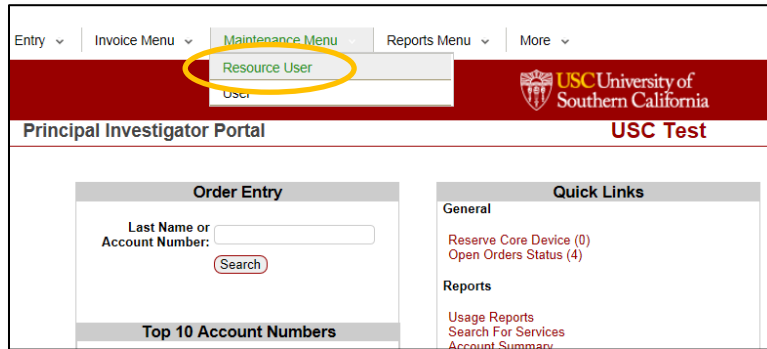


How to Add a Resource User

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

2. Go to the Maintenance Menu – click on Resource User.



3. Enter the user's USC Net ID (Shibboleth) whom you wish to give permission to use your account(s). Then click 'Search'.

4. Click 'Ok' to confirm association.

5. Fill in all **bold** fields and click 'Associate User'.
NOTE: Net ID is the user's USC Net ID (Shibboleth). DO NOT use Student or Employee ID Number.

The screenshot shows the 'Resource User Maintenance Menu' for 'USC Test'. A message at the top states 'Fields in **bold** are required'. The form contains the following fields: 'NetID:' (bold), 'First Name:' (bold), 'Middle Name:', 'Last Name:' (bold), 'Suffix:', 'User Roles:' (set to 'Resource User'), 'E-mail:', 'Reservation E-mails:' (set to 'No E-mail'), 'Phone Number:', and 'Fax Number:'. At the bottom, there are 'Associate User' and 'Cancel' buttons.

6. By default, all your accounts are now associated to the user. If you need to disassociate specific accounts from the user, click on the Resource User's name. Uncheck the specific accounts and click **Update**.

You can also quickly check all or uncheck all accounts by toggling (Check All).