Guide to Adding Non-Employee Key Person
May 2014

Logging In:

Go to usc.edu/tara and login.

Your USC NetID and Password is the same as the one you use for Blackboard, USC email, etc.

For login questions, contact ITS Helpdesk at consult@usc.edu or 213-740-5555.

For specific questions related to TARA, contact the TARA team at tarahelp@usc.edu or 213-821-5461.

If you are trying to add a Key Person to your proposal, who needs to be identified but does not need to approve, and you cannot find the person via the Employee Search or Non-Employee Search, this is how you add the person into the Non-employee Lookup.

- Search for the person by selecting the magnifying glass next to Non-Employee Search.

- Enter the First and Last Name and click search to look up the person.

Hint: Enter an asterisk before and after the name for wildcard search.
Adding a Non-Employee

- If you cannot find the person you are looking for, click the “here” link in the message: “Can’t find what you are looking for? Click here to add a new Rolodex entry or contact the TARA Help Desk to add one.”

- A Rolodex document will open and the fields circled in red are mandatory.

- Description: Enter “New Non-Employee Person”

- Email Address: Enter the primary email address of the person.

- First Name: Enter the first name of the person.

- Last Name: Enter the last name of the person.

- Organization: Enter the name of the organization the person is employed by. If none, type “N/A”.

- Owned By Unit: Enter “0000001”

- Phone Number: Enter the primary contact phone number for the person.

- Sponsor Address Flag: Enter “N”

- Active = Check this box.

- Click the submit button when complete. The Non-Employee Key Person has now been added to Kuali Coeus and is searchable.
### Adding Non-Employee to the Proposal

- Return to the Key Personnel Tab of the proposal development document.
- Search for the newly entered person by selecting the magnifying glass next to Non-Employee Search.
- Enter the person’s first name and last name in the search criteria.
- Click Search.
- Click “Return Value” next to the person you just entered. They will now be added to the proposal development document.

**More TARA-specific questions?** Email the Project team: [tarahelp@usc.edu](mailto:tarahelp@usc.edu)