CORE – reporting & data retrieval system

CORE: User ID Search

Locate the **Search** box at the top of the CORE window.

To locate the ID number for an individual, type the name of the person in the **Search** box. Search options include:

- Full Name
- First Name
- Last Name
- Partial first or last name using the wildcard (%), i.e. Lind%

Based on the search criteria a list of one or more names will populate.

The **People** list window includes the first 10 names. To see more names, select **Go to List**. In addition to the person’s name, the OSU ID will be included on the right hand side.