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

**Search by Name**
Type the name of the person in the Search box. Searchable options include:

- Full Name
- Last Name
- First Name
- Partial name using the wildcard (%), i.e. Diana Lin%

The search result will be a People List, which may contain a single name or multiple names. For example, a search on the name “Lindsley” will reflect individuals having “Lindsley” as a First, Middle or Last Name. This People list includes person's full name and their OSU Identification number.

The People list window includes the first 10 names based on the search criteria entered. To see more names, select Go to List. If there are more than 40 entries, it will be necessary to scroll through multiple pages to locate the name you are seeking.

Click on the name of the person. The Person Detail information will populate, including the Employee Office location and Departmental Mailing addresses.

**Search by OSU ID**
Using the Search box at the top of the CORE window, enter the OSU ID for the name you are seeking. The OSU ID search will result in a single entry. Click on the name and the Person Detail information will populate.