New User Guide

Thank you for considering the Health Science Core Facilities for your research needs.

If this is the first time you have used our services then you may not yet have a login for the resource system. Regardless of whether your are a university employees or an external user you will be required to fill out a Work Authorization form in order to receive access to our resource scheduling system.

University Employees

If you already have a uNID follow the steps below to fill out a work authorization form. If you do not yet have a uNID please contact your manager or office manager to have them check with UIT regarding the status of your uNID account.

On Campus Work Authorization Process

1. Collect the following information
    1. Your PI's Full Name, Email, Phone Number and uNID
    2. The Full Name, Email, and Phone Number of the accounting contact for the account you want access to
    3. The Chartfield Number, Title, and Start and End dates for the account
    4. The list of any users in addition to yourself to be granted access to the account
2. Go to the On Campus Work Authorization
3. Fill out and submit the form according to the on screen instructions.
4. Once this form has been submitted your request will be processed as soon as possible, usually withing 2-4 hours during business hours. If you need the Work Authorization processed faster please contact the Cores Administration Office at billing@cores.utah.edu.

Once your work authorization has been processed you will be able to login to the resource system using the U's DUO 2FA login system.

External Users

If you are an external academic or commercial user please use the following steps to request an account

On Campus Work Authorization Process

1. Collect the following information
    1. Your PI/Account Owner's Full Name, Email, Phone Number and uNID

    2. The Full Name, Email, and Phone Number of the accounting contact for the account you want access to
    3. The list of any users in addition to yourself to be granted access to the account
2. Go to the Off Campus Work Authorization
3. Fill out and submit the form according to the on screen instructions.
4. Once this form has been submitted your request will be processed as soon as possible, usually withing 2-4 hours during business hours. If you need the Work Authorization processed faster please contact the Cores Administration Office at billing@cores.utah.edu.

Once your work authorization has been processed you will receive a username and password from the Cores Administration Office that you may use to login to the Cores Resource System.

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