



Business Intelligence Center

CORE Help

Simple Search: Locating a Name (and OSU ID Number)

1. Locate the *Search* box at the top of the CORE window, next to the OSU logo.



2. To locate the OSU ID number for an individual, begin by typing the person's name in the *Search* box. Search options for a full or partial name includes:

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

3. Based on the search criteria used in this instance, the search was based on Last Name only. A list of one or more names populates, as demonstrated on the right. In addition to the individual's name, their OSU ID will populate on the right side.

The *People* list window reflects only the first 10 names of those individuals with some part of their name being "Lindsley". If there are more than 10 names, *Go to List* will appear at the bottom of the block. Click and the full list will populate, and possibly the list will be more than one page.

Person	Osu Id
Lindsley	93
Lindsley	93
Lindsley	93
Lindsley	93
Lindsley	93
Lindsley	93
Lindsley	93
Lindsley	93
Lindsley	93
Lindsley	93
Lindsley	93
Lindsley	93
Lindsley	93
Lindsley	97
Lindsley	93
Lindsley	93

Person
Lindsley
Lindsley
Lindsley
Lindsley
Lindsley
Lindsley
Lindsley
Lindsley
Lindsley
Lindsley
Lindsley
Lindsley
Lindsley
Lindsley
Lindsley
Lindsley

[Go to list >](#)