

Update ScholarOne Abstracts User Record

Each ScholarOne Abstracts user record is a function of that person's AIAA record (with one exception, details in the box below). Each person must make his/her own record updates as follows:



1. Go to www.aiaa.org > MY AIAA.
2. Log in.
3. In the "My Profile" section, click "Manage My Profile."
4. Updates:
 - a. Email: Your email address in ScholarOne is the email address listed under Contact Information.
 - b. Affiliation: Under "Business Information," update your organization.
 - c. Name: Name changes require the assistance of AIAA's Customer Service, custserv@aiaa.org, or 800.639.2422.
5. After you have updated your record, you must open the ScholarOne Abstracts site for the conference(s) in which you already have records. To do so:
 - a. Navigate to the conference web page
 - i. Go to Events > Conferences.
 - ii. Click the conference name.
 - b. On the conference web page
 - i. Before the abstract deadline click the "Submit an Abstract" button.
 - ii. After the abstract deadline click the "Manage Submissions" button.
 - c. When ScholarOne opens, with the Welcome page, it will automatically update your user record based on the changes it finds in your AIAA record.
 - d. While your contact and affiliation information is controlled by your AIAA record, if you have been asked to enter your **reviewer expertise**, please follow these steps:
 - i. Click your name at the top right of the Welcome page.
 - ii. Select "General Information."
 1. Scroll down to the Professional Information section.
 2. Select appropriate expertise. You may use control+click or shift+click to make multiple selections.
 3. Click the "Save Changes" button.

Exception: A few co-authors have records created by the submitting author during abstract submission. These records are temporary author-only records with no connection to an AIAA record. These must be edited by AIAA staff. Such records do not have the submission role.



When entering your review expertise you are volunteering to review in each selected area. Please limit the number of your selections appropriately.