PLEASE NOTE: In order to access the institutional administration tab for your institution, you must be accessing from the institution’s IP. If you are not, please contact arcsupport@aiaa.org.

1. Make sure you are logged in at [https://www.aiaa.org](https://www.aiaa.org)
2. Navigate to [https://arc.aiaa.org](https://arc.aiaa.org)
3. Click on “Welcome, [Your Name]” at the top of the screen. (If you do not see it right away try refreshing your page)
4. You should then get to a page (this may take some time to load) that has a link called “Institutional Administration.” Click the “Institutional Administration” link.

5. Then, click “Usage Data.”
6. You should then see text that says “You are managing...” and a drop down box with all the institutions you are an administrator for. (If you are only an admin of one institution this will automatically be populated with that institution).
7. Once you have selected the institution you would like reports for, select “Change” so the system knows this is the institution it is pulling reports for.
8. Scroll down the page and check the box if you wish to be notified when usage data is ready in the future.
9. Select the year or date range for which you want the reports to cover.
10. Select all the reports you wish to receive. (Usually it is Journal Report 1 for journals and Book Report 2 for conference proceedings and books)
11. Select the format you want the reports in.
12. Verify your email in the “Select the Recipient(s)” box.
13. Click “Submit Request.”

You should then receive an email of the reports you selected. This email may take some time to reach your inbox so please be patient.