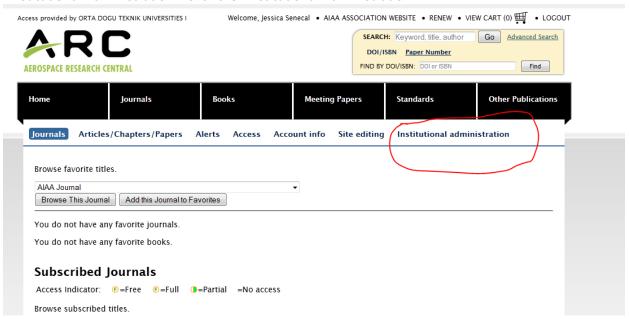
PLEASE NOTE: In order to access the institutional administration tab for your institution, you must be accessing from the institution's IP. If you are not, please contact arcsupport@aiaa.org.

- 1. Make sure you are logged in at https://www.aiaa.org
- 2. Navigate to 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.