

**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](mailto: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.

The screenshot shows the ARC Aerospace Research Central website. At the top, there is a navigation bar with links: Home, Journals, Books, Meeting Papers, Standards, and Other Publications. Below this is a secondary navigation bar with links: Journals, Articles/Chapters/Papers, Alerts, Access, Account info, Site editing, and Institutional administration. The 'Institutional administration' link is circled in red. Below the navigation bar, there is a section for 'Browse favorite titles.' with a dropdown menu showing 'AIAA Journal' and buttons for 'Browse This Journal' and 'Add this Journal to Favorites'. Below this, there are messages: 'You do not have any favorite journals.' and 'You do not have any favorite books.' Further down, there is a section for 'Subscribed Journals' with an 'Access Indicator' legend: 'Free' (green circle), 'Full' (yellow circle), 'Partial' (orange circle), and 'No access' (grey circle). Below the legend, there is a link to 'Browse subscribed titles.'

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.