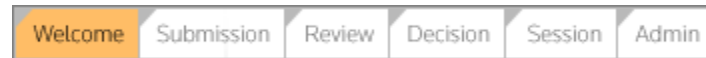


Update ScholarOne Abstracts User Record

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 the 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 a record.** 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. If abstract submission is open click the "Submit a Paper" button.
 - ii. After abstract submission has closed 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.



Exception:

A few co-authors, who did not have existing ScholarOne records, have records created by the submitting author during abstract submission. These records are temporary ScholarOne records with no connection to an AIAA record. These must be edited by AIAA staff.