1. Click on the institution name in the access bar.

2. To select the Institution level(ISU/AISU), click Clear.
3. Select your institution from the first drop down and click *Continue*.

4. Once you are back on the dashboard and only see the Dashboard, Reports, and Setup tab, you have successfully toggled to the Institutional level.

*If you receive an error message when toggling to the ISU level, you may not have the proper access roles*

NEED HELP? [Contact the Client Technical Support](https://www.aamc.org) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413