INSTRUCTIONS FOR INSTITUTIONAL ARTSEARCH ACCOUNTS

How to Create ARTSEARCH Account Using Coupon Code:

Instead of disseminating your login information to your students, they will now be able to create their own personal ARTSEARCH accounts for free using a special coupon code created for your institutional subscription.

STEP 1: Create an Account

Go to www.tcg.org/Store/ARTSEARCH/ProductDetail/39

Add ARTSEARCH to your cart, and select the option to check out.
When given the option to login or proceed as guest, select the **Proceed as Guest** option:

Enter your email address to continue:

Enter your address information. Note: Students should select “Home” for address type. (Faculty and staff members can choose to create an account at either their “Home” or “Business” address.)
**STEP 2: Checkout**

Verify that you have one ARTSEARCH subscription for $10 in your cart. Click "Checkout" in the lower right hand side of the page to proceed.

Verify your address and click “Next” to proceed.

In the next step labeled “Item Summary,” please enter the coupon code on the right hand side and click “Apply.” Then click “Next” to proceed.
At this point the coupon should be applied and the $10 balance should be removed. Select “Complete Order” to complete the process.

STEP 3: Set Up Your Username and Password

Follow the link to create an account, which will allow you to set up a personal username and password to access ARTSEARCH.

Thank you!

Now that your order is complete, click here to create an account and set your username and password.

STEP 4: Login to view ARTSEARCH listings

To login to ARTSEARCH and view job listings, please visit artsearch.tcg.org and use the login information created during the registration process.

Please note that ARTSEARCH logins take 20-30 minutes to activate.
ARTSEARCH Usage Guidelines & Regulations:

- Institutions are allowed to provide access to ARTSEARCH only to current staff members, faculty and students. **Access to ARTSEARCH may not be provided to alumni or former faculty/staff of the institution.**

- Online access may be made available to eligible staff and students by email or through a password protected system maintained by the institution. **ARTSEARCH password information may not be posted on websites available to the general public.**

- To maintain the security of your institution’s ARTSEARCH account and the TCG website, you will receive a new coupon code with each year’s renewal.

*Please note that failure to comply with these requirements may result in the suspension of your ARTSEARCH account.*

If you have any questions about your account or need further support, please contact TCG Member Services at 212-609-5900 x370 or info@tcg.org.