Step 1: Create an account in Digital Commons @Brockport

a. First, go to [http://digitalcommons.brockport.edu/bio_theses/](http://digitalcommons.brockport.edu/bio_theses/)

b. Next, click on My Account near the top of the page:

c. Create an account by using the Sign Up button, or log in to an existing account:

Please use your full, legal name when you create your account.
d. Next, check the email account you used to create your account to confirm your registration. You will need to click on the attached link to continue:

To confirm your account and resume your activity, please click here.

Step 2: Submitting your thesis to the Department of Biology Master's Theses

a. After creating your account, return to the Department of Biology Master’s Theses home page at: http://digitalcommons.brockport.edu/bio_theses/

b. Next, click Submit Research on the left side of the page:

c. You will then be directed to the online Submission Instructions and Submission Agreement page. Read the Agreement, and check the box at the bottom of the page, indicating you agree with the conditions, and click Continue.
d. After agreeing, you will be taken to the main thesis submission page. Some of the fields on the form are required:

**Title**

Enter the Title in Headline Capitalization (capitalize "all nouns, pronouns and verbs, and all other words of four or more letters").

This is the name and address you used when you created your account. If you used a nickname, or want a different email address, you can click on the pencil icon to edit it. Otherwise, no further action is required in this field.

**Date of Award**

Season and year, or Month, day, year.

**First Advisor**

Your thesis advisor will verify your eligibility and approve the posting, so please include their name.

**Keywords**

Up to 10 words, to help make your thesis discoverable on Google.

Biology is preselected, you can add additional categories by clicking in Life Sciences in the left sidebar.

**Abstract**

Your abstract tells your reader what to expect, and should briefly describe your research question, methodology and results.

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On the My Account page you can:

Log out, manage your account settings, look at your Dashboard Tools or View the status of your submissions

At this point, the system will notify your advisor that you have completed the process. After they approve your thesis, it will be posted but under embargo for at least one year. Please contact your advisor with questions regarding the embargo.

If you have any questions regarding the process, please contact:

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