Step 1: Create an account in Digital Commons @Brockport

a. First, go to http://digitalcommons.brockport.edu/dns_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. If you signed up for a new account, check the email account you used to create your new Digital Commons @Brockport account. You will have received a confirmation email. To confirm your account, click on the link in the email:

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

Step 2: Submitting your thesis to the Department of Dance Master’s Theses

a. After creating your account, return to the Dance Master’s Theses home page at: http://digitalcommons.brockport.edu/dns_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").

- **Author**
  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. *Please add the name of the Graduate Coordinator where indicated.

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

- **Subject Categories**
  Dance is preselected, you can add additional categories by clicking on Arts and Humanities in the left sidebar.

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

- **Upload Full Text**
  This file should be in Microsoft Word or PDF format.

Click to submit your thesis to Digital Commons.
Uploading your thesis may take a few minutes. If clicking on ‘Submit’ does not take you to a new page after a while, scroll to the top and check for error messages:

- The ‘Keywords’ field cannot be blank.
- The ‘First Advisor’ field cannot be blank.
- The ‘Abstract’ field cannot be blank.
- The ‘Title’ field cannot be blank.
- The ‘Date Of Award’ field cannot be blank.
- You must choose yes or no for ‘Upload Full Text’.

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Congratulations, you have successfully uploaded your thesis!

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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 of your submission, and when they approve it, you will receive notification.

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

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