Step 1: Create an account in Digital Commons @Brockport

a. First, go to http://digitalcommons.brockport.edu/edc_capstone/

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.
Step 2: Submitting your project to the Counselor Education Capstone Project

a. After creating your account, return to the Counselor Education Capstone Project home page at: http://digitalcommons.brockport.edu/edc_capstone/

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.

I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed.

NOTE: It is suggested that you print this page for your records.

☐ Please check this if you agree to the above terms.

Continue
d. After agreeing, you will be taken to the main project 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 project advisor will verify your eligibility and approve the posting, so please include their name. *Please add the names of your readers in the Second and Third Advisor fields.

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

- **Subject Categories**
  
  Counselor Education is preselected, you can add additional categories by clicking 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 project to Digital Commons.
Uploading your project 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’.

e. If your upload was successful, you will be taken to a page that resembles the following:
Congratulations, you have successfully uploaded your Capstone Project!

You may revise the submission if necessary, or to return to your account page and logout, click on the My Account button at the top of the screen.

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.

Additionally, you will also receive monthly emails after your project is posted; alerting you to the number of downloads your project has received.

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

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