Step 1: Create an account in Digital Commons @Brockport

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

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

![Digital Commons interface with My Account highlighted]

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 Education and Human Development Master’s Theses

a. After creating your account, return to the Education and Human Development Master’s Theses home page at: [http://digitalcommons.brockport.edu/ehd_theses/](http://digitalcommons.brockport.edu/ehd_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.

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

- **Subject Categories**
  Education is preselected, you can add additional categories by clicking in Education 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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e. If your upload was successful, you will be taken to a page that resembles the following:
Congratulations, you have successfully uploaded your thesis!

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 thesis is posted; alerting you to the number of downloads your thesis has received.

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

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