Step 1: Create an account in Digital Commons @Brockport

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

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

a. After creating your account, return to the History Master’s Theses home page at:

   http://digitalcommons.brockport.edu/hst_theses/

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

   ![Author Corner](image)

   Disciplines
   Authors
   Author Corner
   Author FAQ
   Submit Research

   ![Author Corner](image)

   **Author Corner**

   Author FAQ
   Submit Research

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```
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.
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![Checkbox](image)

Please check this if you agree to the above terms.

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**Note:**
- The steps outlined are for submitting a thesis to the Department of History Master’s Theses.
- Ensure you have a Digital Commons account and follow the provided instructions carefully.
- If you encounter any issues, refer to the Submission Instructions and Submission Agreement pages.
- Keep a record of your submission for future reference.
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.

**Author**

Season and year, or Month, day, year.

Your thesis 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.

**Date of Award**

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

**Keywords**

History is preselected, you can add additional categories by clicking on Arts and Humanities in the left sidebar.

**Subject Categories**

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

This file should be in Microsoft Word or PDF format.

Click to submit your thesis to Digital Commons.

This may take a while. Please only click once.
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’.

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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