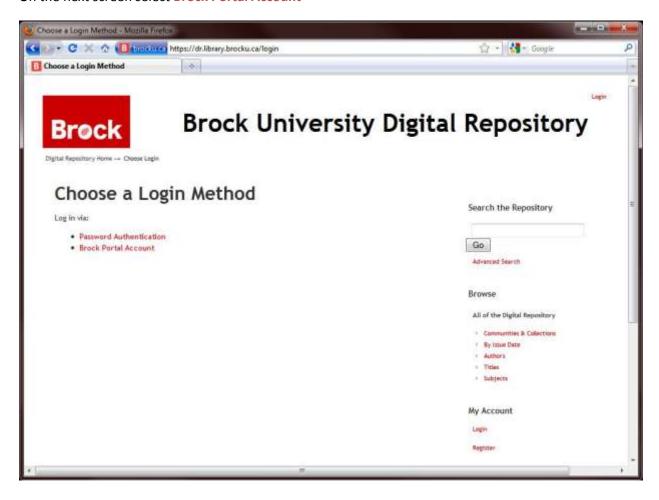
Instructions for depositing your thesis in the Brock University Digital Repository

Start by navigating to http://dr.library.brocku.ca

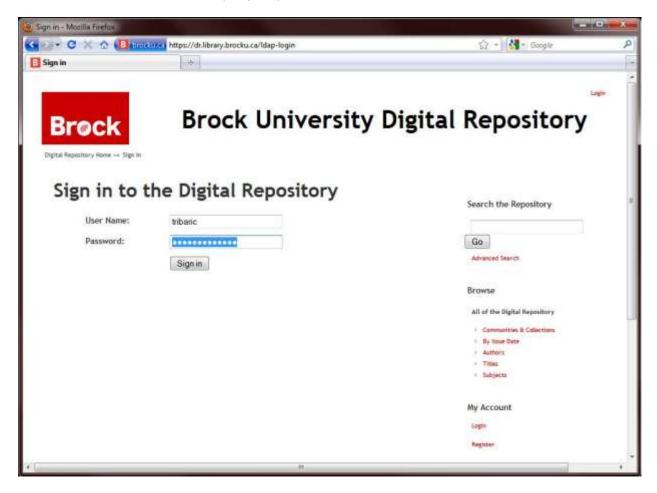


Click on the Login link on the right side of the screen.

On the next screen select **Brock Portal Account**

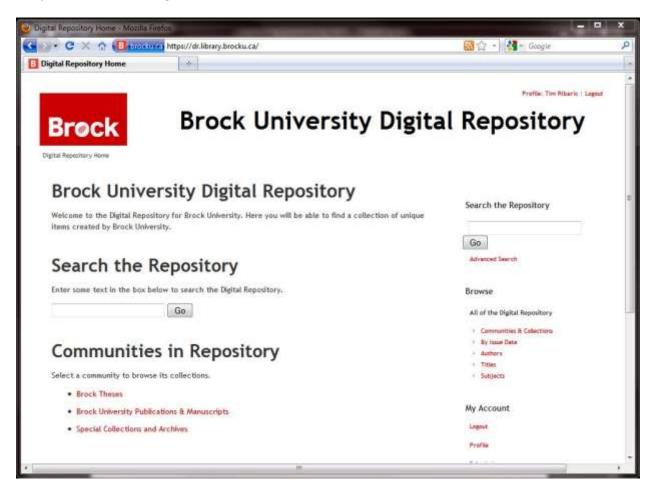


Type in your Brock portal id (the first part of your email address up to but not including the '@' symbol) in the User Name field and then input your password.

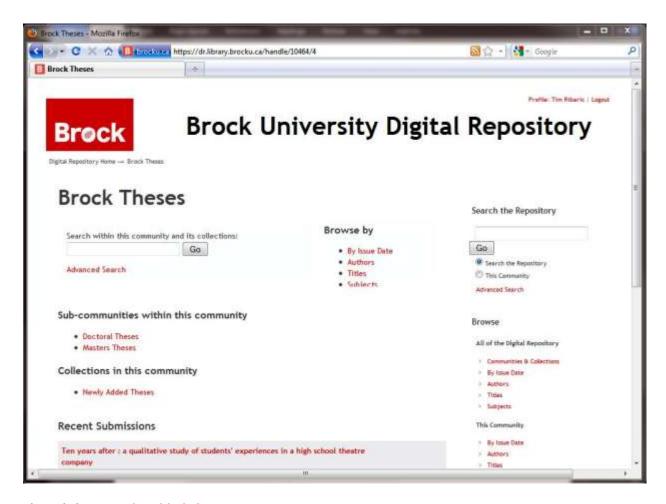


Click Sign in to continue

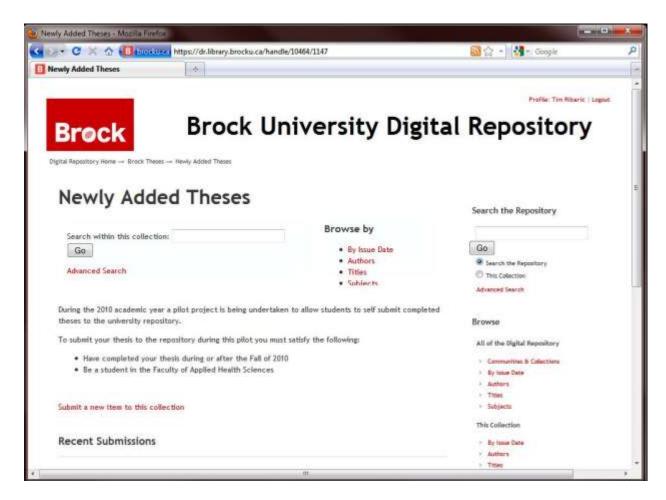
You'll be returned to the front page of the Repository. In the top right corner of the screen you should see your name next to logout button.



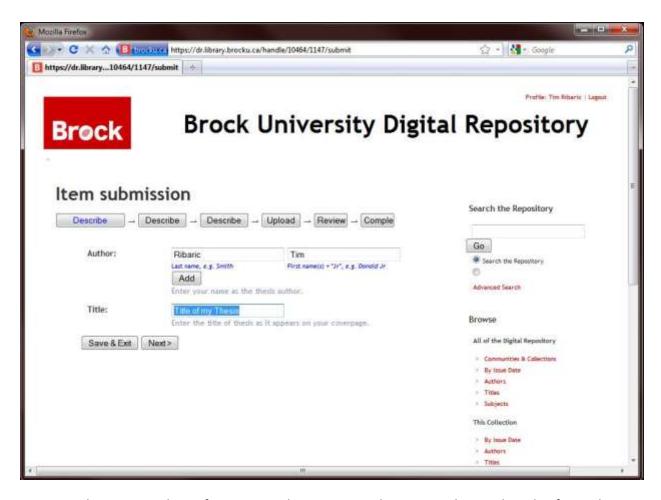
Click on **Brock Theses** in the middle of the screen to continue.



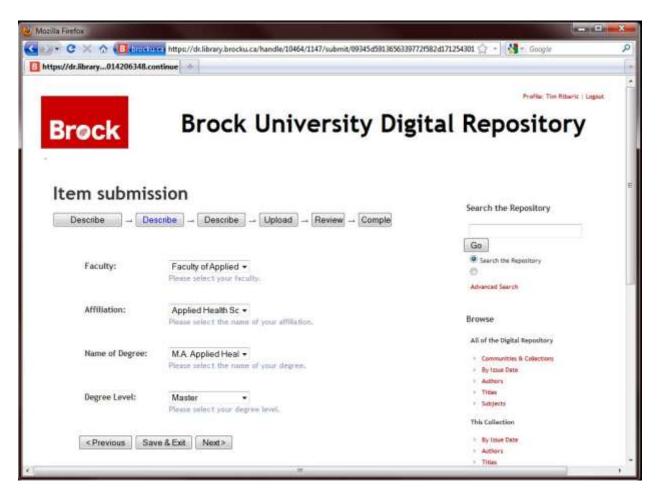
Then click on Newly Added Theses.



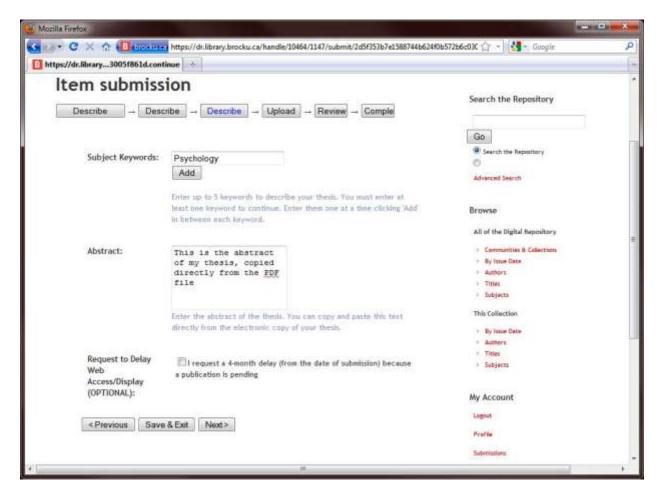
Then click on **Submit a new item to this collection** to begin the submission process.



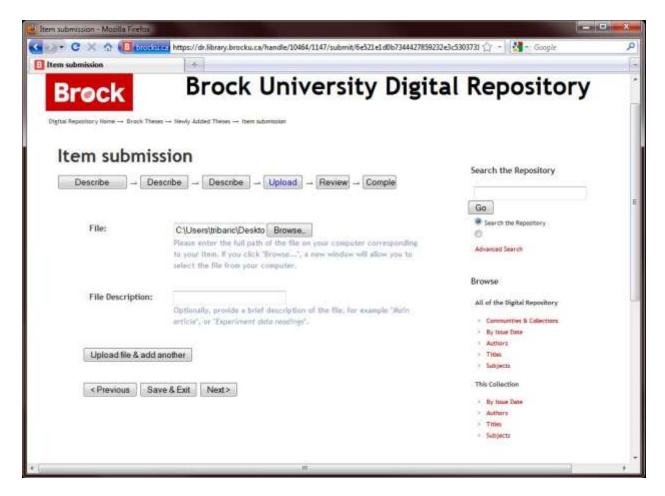
Enter your last name and your first name in the appropriate box. Cut and Paste the title of your thesis in to the Title box. Click **Next** to continue.



In this screen you'll need to select a value from each of the 4 drop down boxes that best describes your thesis. Once you have done so click **Next** to continue.



In this screen you'll need to enter some information to describe what your thesis is about. Enter up to 5 keywords and then copy and paste your abstract from your PDF file in the text box. If you already have a deal to publish your thesis and require a 4 month delay before it is available on the repository click the both to indicate this. Speak to your supervisor if you need have questions about this. Click **Next** to continue.



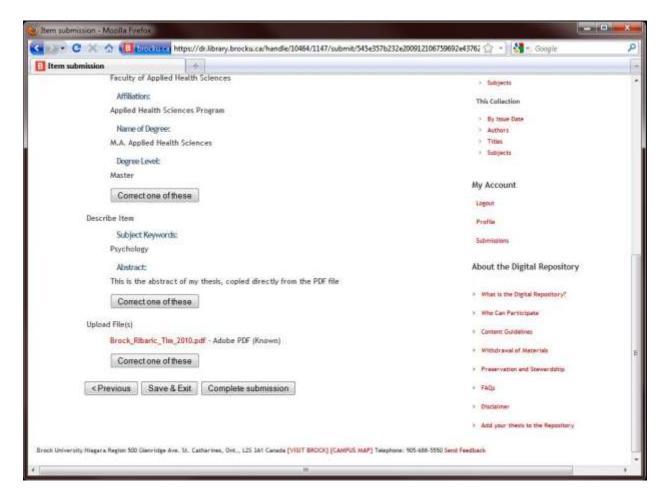
On this screen you'll need to upload your thesis. Be sure to name your PDF file in the following way:

Brock_LastName_FirstName_Year.pdf

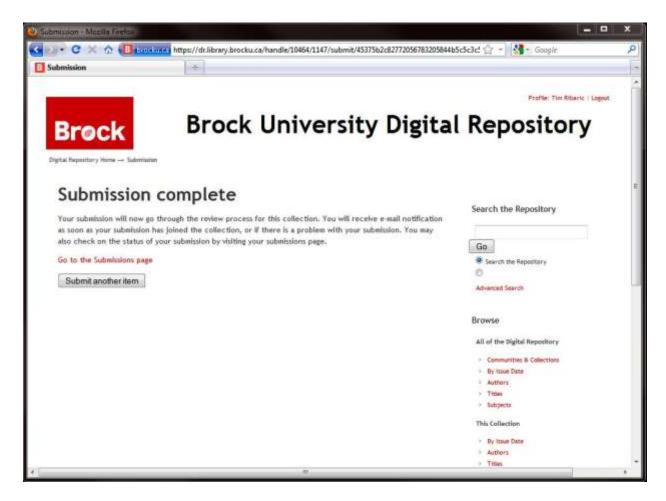
So if your name was Jane Smith you would name your file as follows;

Brock_Smith_Jane_2010.pdf

Click Next to continue.



On this screen you'll be able to look and edit what information you have added. Once everything is correct click **Complete submission** to finish.



Congratulations! You have completed the submission process. Feel free to logout. Once your thesis has been approved and entered into the Repository you'll be sent a confirmation email that contains a link to your final record.