Submitting your Thesis or Project to ScholarWorks: Step-by-step instructions.

If you are planning to graduate this semester, you may be required to submit your thesis or graduate project to ScholarWorks. Submitting your electronic thesis or project isn’t difficult, but there are multiple steps to the process. Before you can submit your file online, you must:

a. Make sure your file is ADA compliant.
b. Pay the $25 fee at the cashiers office or online
c. Successfully defended your thesis or project and had all the required forms signed.

Once you have completed these steps, you are ready to submit online. The instructions in this document will walk you through the process – screen by screen. If you have any problems or questions, contact Carmen Mitchell, Institutional Repository Librarian: 760-750-8358 or cmitchell@csusm.edu.

Registering in ScholarWorks
Each student must register in ScholarWorks. To do so, go to https://csusm-dspace.calstate.edu/ and click on “Login” in the top, right corner of your screen:
The next screen asks for your CSUSM Username and Password:

![Login Screen](image.png)

When you successfully log in, you will be taken back to the ScholarWorks home page.

STOP at this moment. Send Carmen Mitchell and email (cmitchell@csusm.edu) with the following information:

1. Your full name
2. Your full CSUSM email address
3. The name of the program you are graduating from

Carmen Mitchell will email you a registration confirmation once she has configured your account in ScholarWorks. This process may take a day or two, so plan accordingly! You will not be able to submit until after receiving your confirmation email. It may take a day or two for the registration process to be completed, DO NOT wait until the last minute to register.

Submitting your file

After receiving your registration confirmation from Carmen Mitchell, you may submit your file. To do so, go into ScholarWorks and login using the “login” button as you did previously. After logging in, you should come back to the ScholarWorks home page. Click on the “Theses, Dissertations, and Graduate Research” link:
Now select your graduate program. If you do not see the program that you are enrolled in, please contact Carmen Mitchell at cmitchell@csusm.edu.

Within your program, click on Submit a new item to this collection:
You will now start to describe your file. Click on NEXT to go to the next screen:
Enter in your name and click ADD. If you have multiple authors on your thesis or project, one person should be designated to upload the ADA-compliant file for the group. If you do not add all the required elements on a page, you will not be able to move forward.

Enter the date you defended your thesis or project, and select the type of file you are submitting. Click NEXT to go to the next page:
In this section, you must enter at least three keywords or phrases that describe your thesis or project. You MUST CLICK ADD AFTER EACH KEYWORD OR PHRASE:

Copy and paste your abstract into the box.

You will also enter the names of your thesis or project committee, starting with your advisor or chair. For your additional readers, click ADD after each reader:

If your committee has approved an embargo, enter it here. If your advisor has asked you to submit a modified abstract or title to ScholarWorks, make sure that you enter the modified information properly!
Now that you have described your thesis or project, you are ready to upload your file:

If you have supplementary files or multimedia files, please contact Carmen Mitchell cmitchell@csusm.edu before uploading. When uploading multiple files, you should select Upload file and add another. If only uploading 1 file, you may click on next after choosing the file.
The next screen allows you to review your progress, make sure there aren’t any typos, and gives you an opportunity to make any corrections one last time.
The final step is to review the non-exclusive distribution license. It says that you are granting to CSUSM the right to exhibit and archive your thesis or project. It is the same license that is on the Thesis/Project Certification Form:

Click on “I Grant the License” to agree and then on “Complete submission to finish. Your thesis or project has now been submitted.

You will receive an email confirming your submission. Hang onto this email! If there are questions about your file, or if you need to make edits/changes, Carmen Mitchell will email you directly. When your file has been accepted into ScholarWorks, you will receive another email letting you know that your file has been accepted and archived. This process may take a few days.

If you have any questions or problems, please contact Carmen Mitchell: cmitchell@csusm.edu or 760-750-8358.