How to submit digital material to Documenting Bowdoin & COVID-19

1. If you don’t already have one, create a Bowdoin Digital Commons account
   a. Go to the login page.
   b. Click “Sign up” on the login screen
   c. Create an account using an “@bowdoin.edu” email address if you have one. Any email address is fine if you do not have a Bowdoin address.
   d. Go to your email account and look for the confirmation link in the new account email message from ‘noreply@bepress.com.’ If you don’t receive an email, check your spam folder.
      i. If the Confirmation link in the email does not seem to be working as expected, copy the hyperlink and paste it into the browser address bar
      ii. Contact dc-support@bepress.com for account-related assistance
   e. Log out
2. Follow this link to the submission page:
   https://digitalcommons.bowdoin.edu/cgi/ir_submit.cgi?context=bowdoinstories&edbypass=1
3. Log in.
4. Review and approve the Submission Agreement by checking the box at the bottom of the page then click “Continue.”
   a. Note: If you created your submission with anyone else, your collaborators must complete this Permission Form. You must all agree on access provisions before submission.
5. Complete the submission form.
6. Click “Submit.” This may take a moment – please click only once.
7. You will be notified when your submission is posted online.