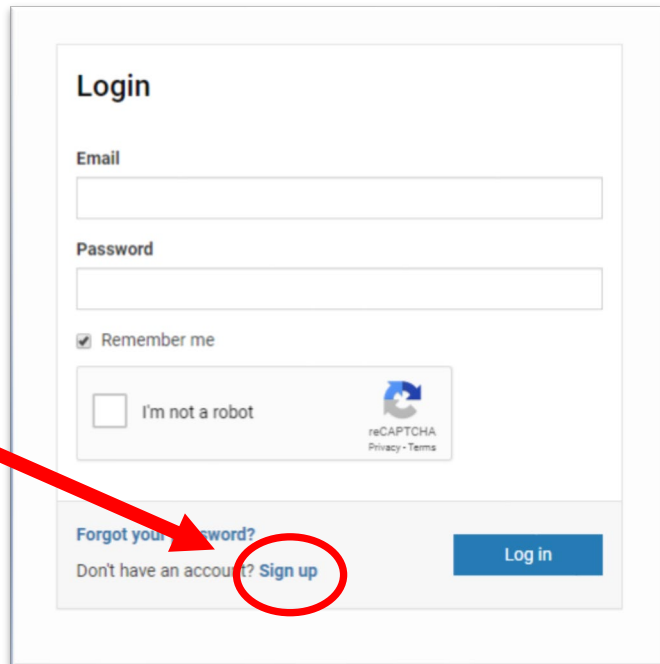
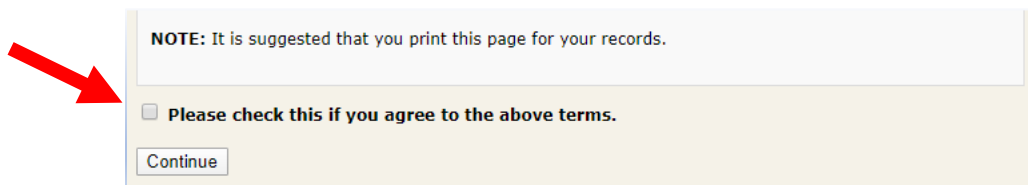


How to submit digital material to [Documenting Bowdoin & COVID-19](#)

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.