Submitting an Item

What will this document help you do?

1. Submit an item to a Collection.

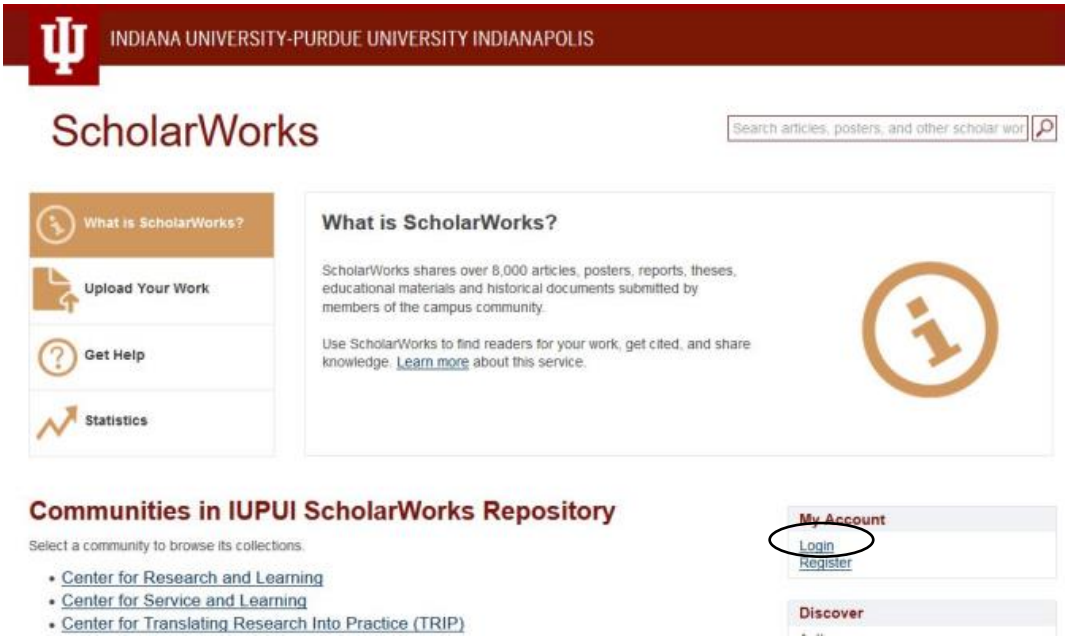
What you will need to Submit to a Collection within IUPUI ScholarWorks:

1. A computer with internet access.
2. An account established within IUPUI ScholarWorks and this account must have submitter level privileges. See the guide, "Creating an Account in IUPUI ScholarWorks" for help establishing an account. Contact your local IUPUI ScholarWorks Administrator or digschol@iupui.edu if you have questions regarding submitter level privileges.
3. Already have in mind the type of information you would like to include in your item's record. Once you begin the submission process you will only have approximately 10 minutes to complete the process. The system will time out if left idle for too long and you will have to begin the process from the start.

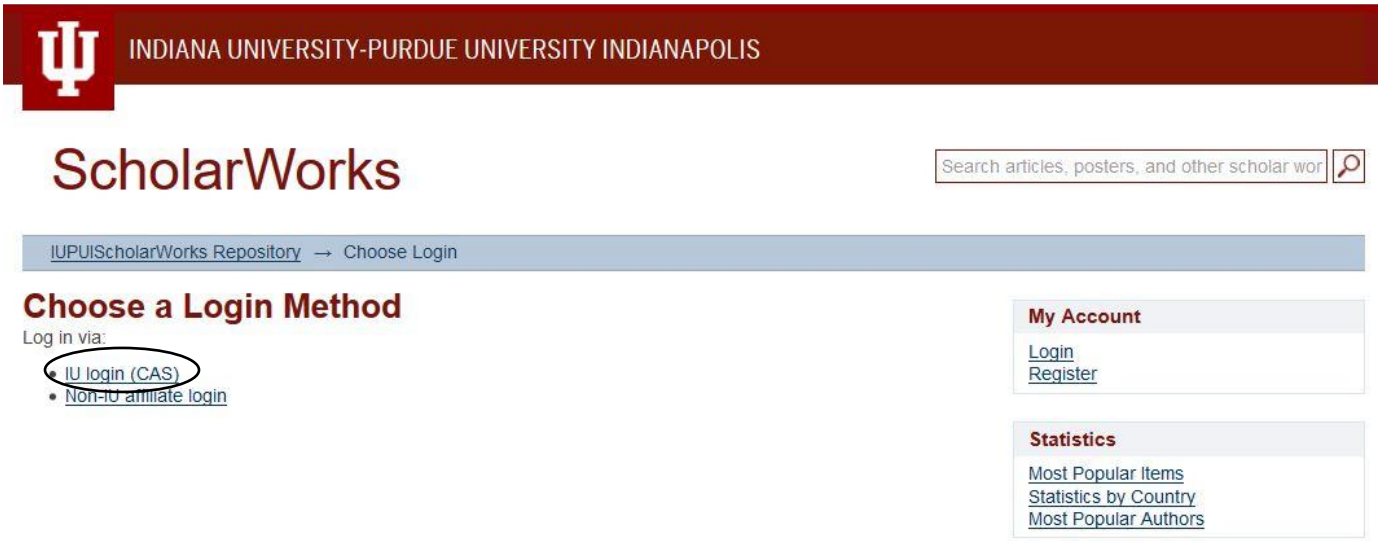
STEP 1a OPTION IU LOGIN

Go to the IUPUI ScholarWorks homepage at: https://scholarworks.iupui.edu/

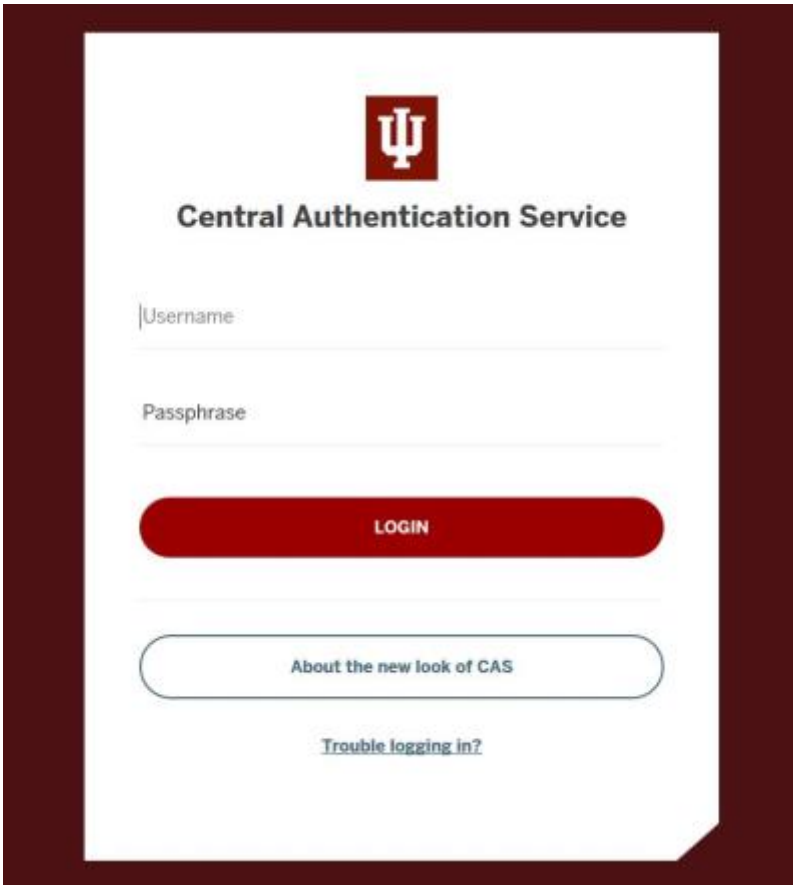
Click on Login



Click on IU login (CAS)



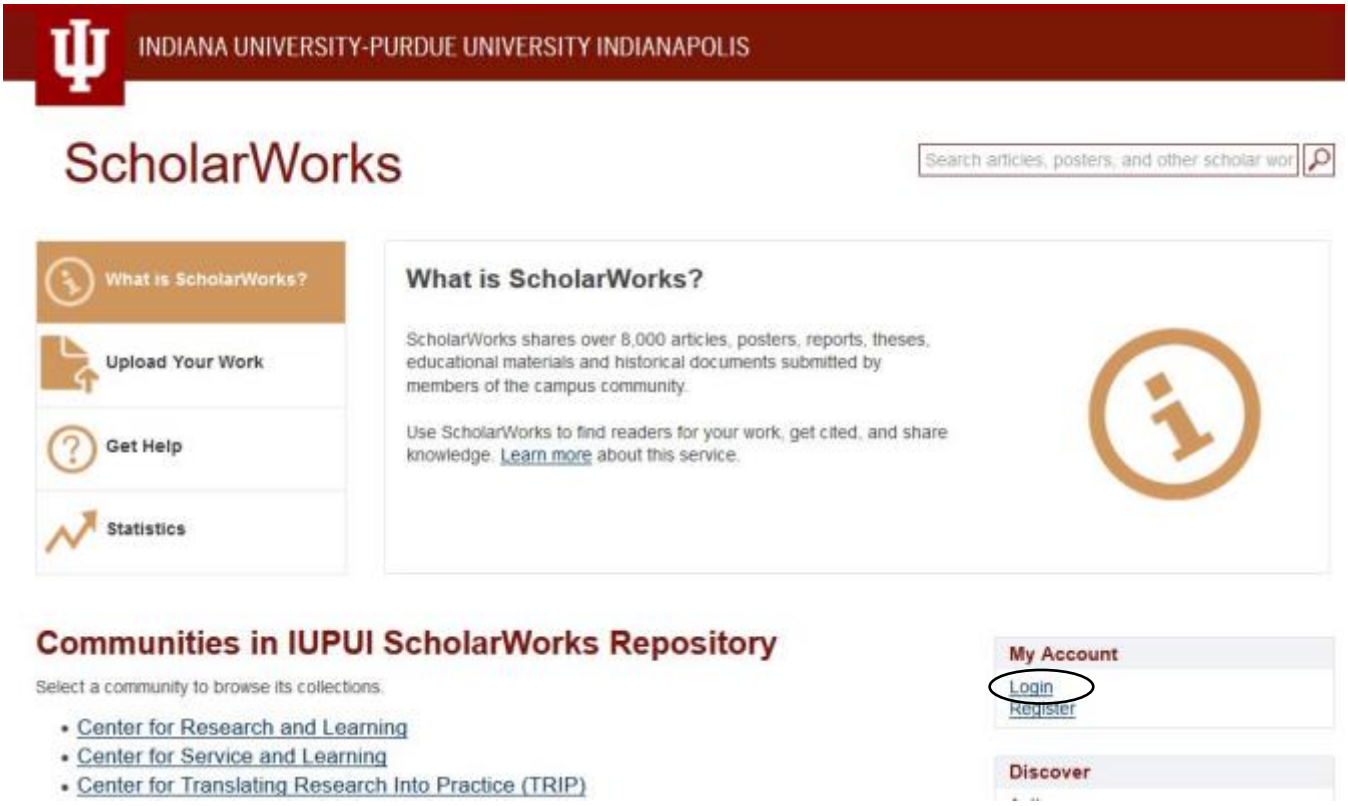
You will be taken to the Central Authentication Service (CAS). Type in the same IU username and passphrase that allows access to One.IU and hit Login.



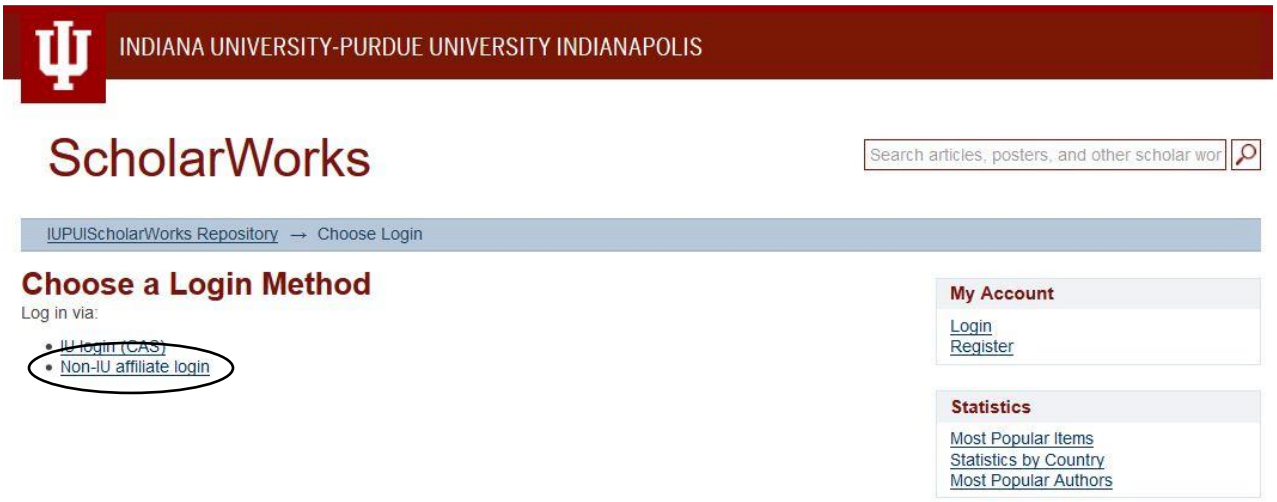
STEP 1b OPTION NON-IU AFFILIATE LOGIN

Go to the IUPUI ScholarWorks homepage at: https://scholarworks.iupui.edu/

Click on Login



Click on Non-IU affiliate login

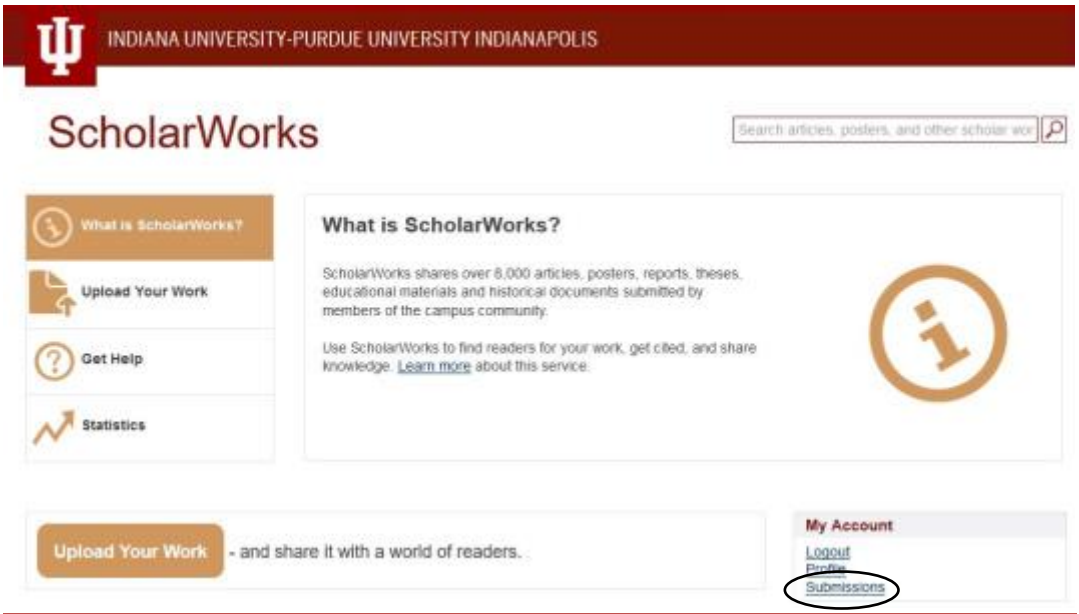


Use the IUPUI ScholarWorks administrative account credentials to login.

Click Sign in

STEP 2

You should see the page below. Click on Submissions



On the next screen, click on start a new submission.

STEP 3

The first submission step is to choose the correct collection in which your work should appear. Use the drop down menu to select the appropriate collection. (If you do not see any collections in the drop down menu, contact digscho@iupui.edu to receive submitting rights.) After selecting the collection, click on Next.

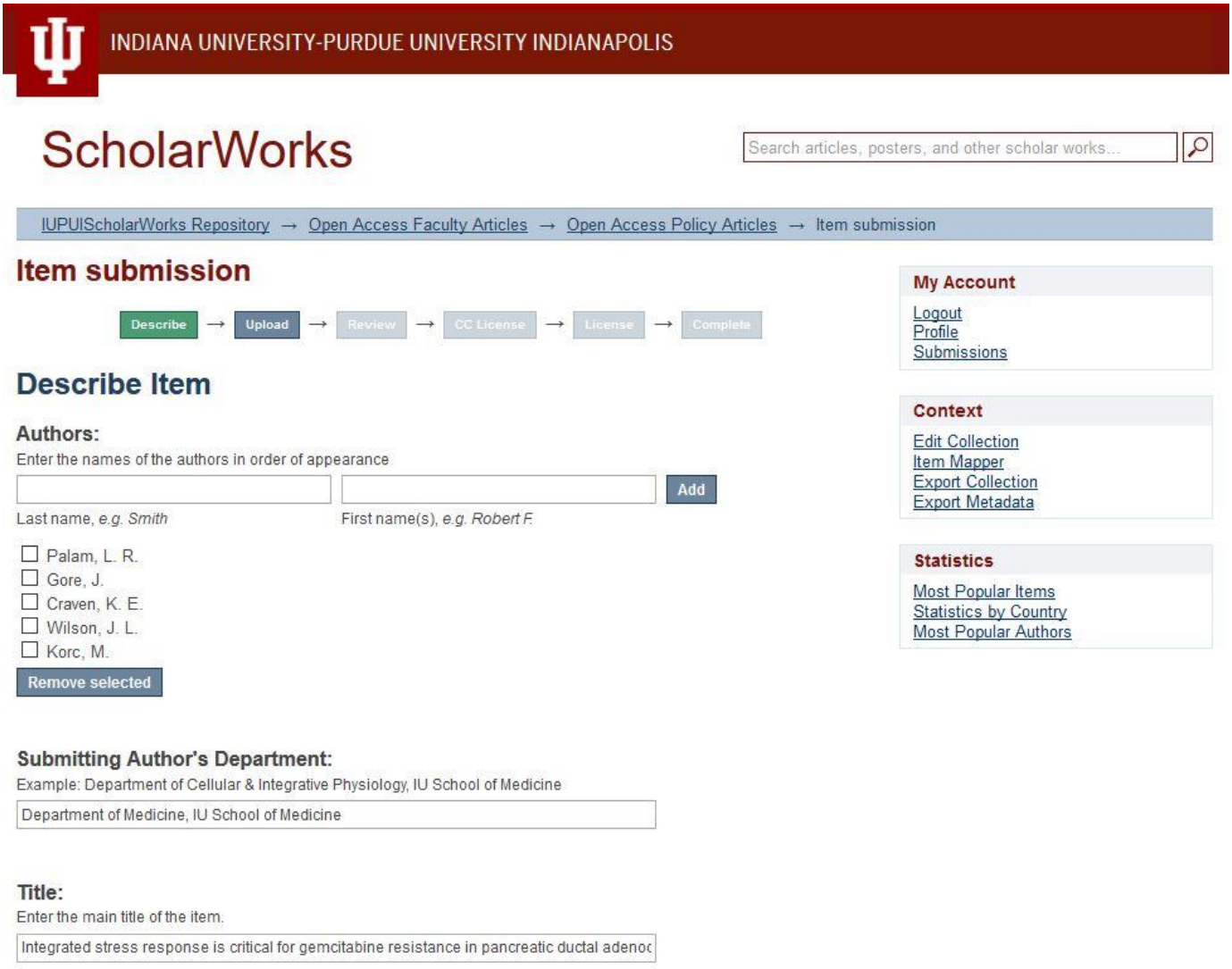
As you work through the submission process, a bar at the top of each page will let you know which step in the process you are working on and what you have left to do.

Each step will also have buttons at the bottom of the page which allow you to move forward as well as to go back if you need to correct something.

STEP 4

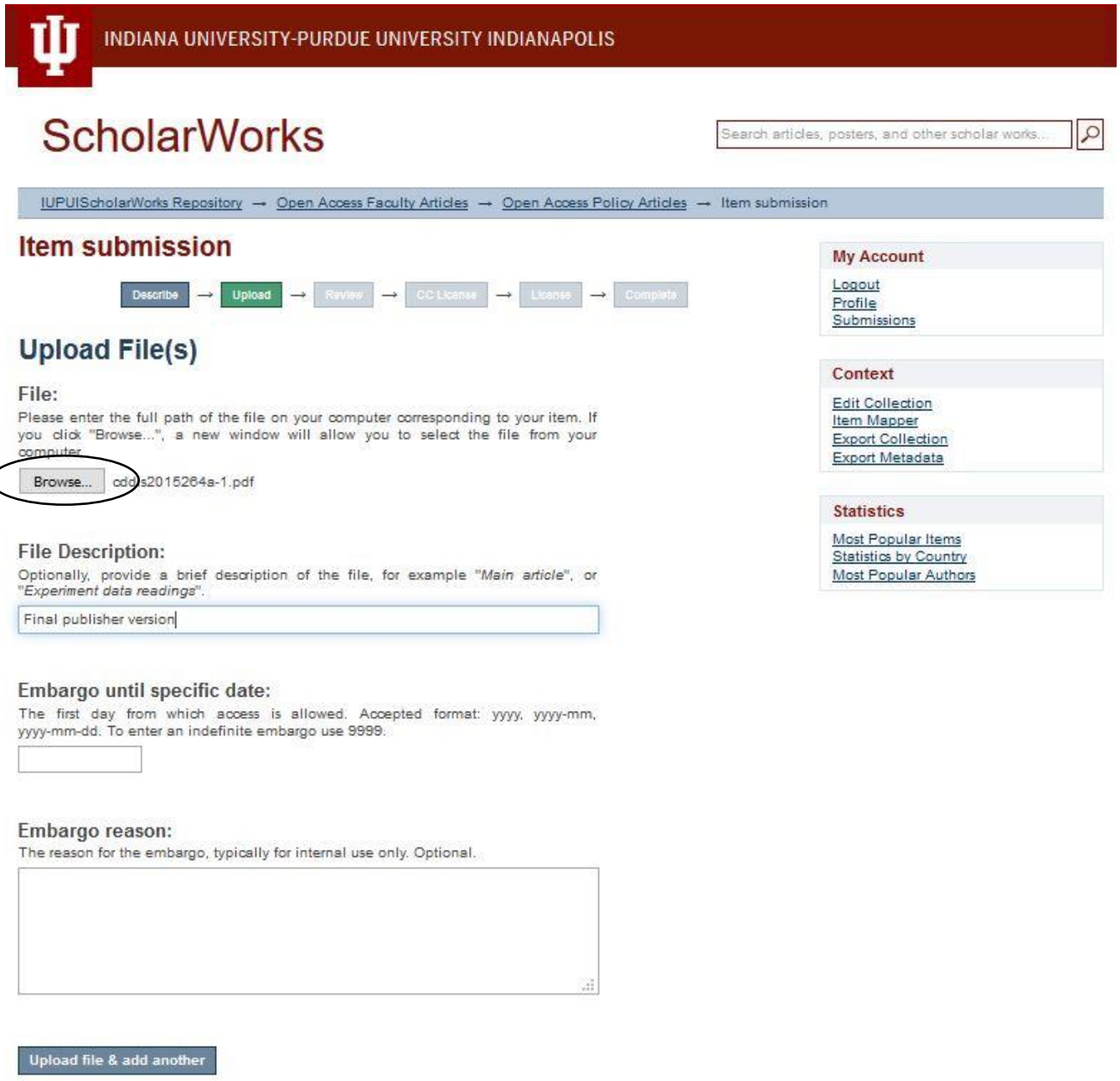
The next few steps involve describing the submitted item. IUPUI ScholarWorks does allow you to upload multiple files if desired. For example, if you would like to include one PDF of a paper as well as separate PDF's of each chapter, or separate files for your images, you may do so, though this is certainly NOT required.

For additional tips and suggestions for describing your item in ScholarWorks, see the "IUPUI ScholarWorks Submissions Guide tips" slides.



STEP 5

After you are finished describing the item, you will need to upload the actual file(s). Click on the Browse button to search your computer for the file(s).



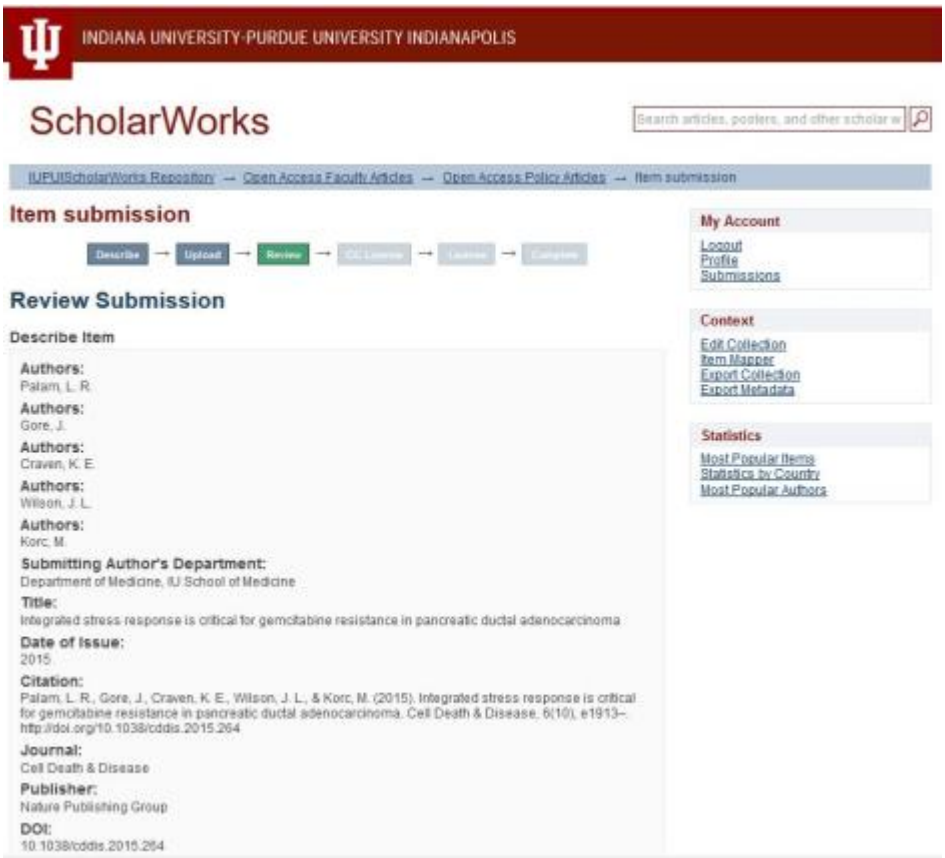
STEP 6

Click Upload file & add another to upload the file, this may take a few minutes depending on the size of your file.

After files are uploaded, click Next to move to the next step.

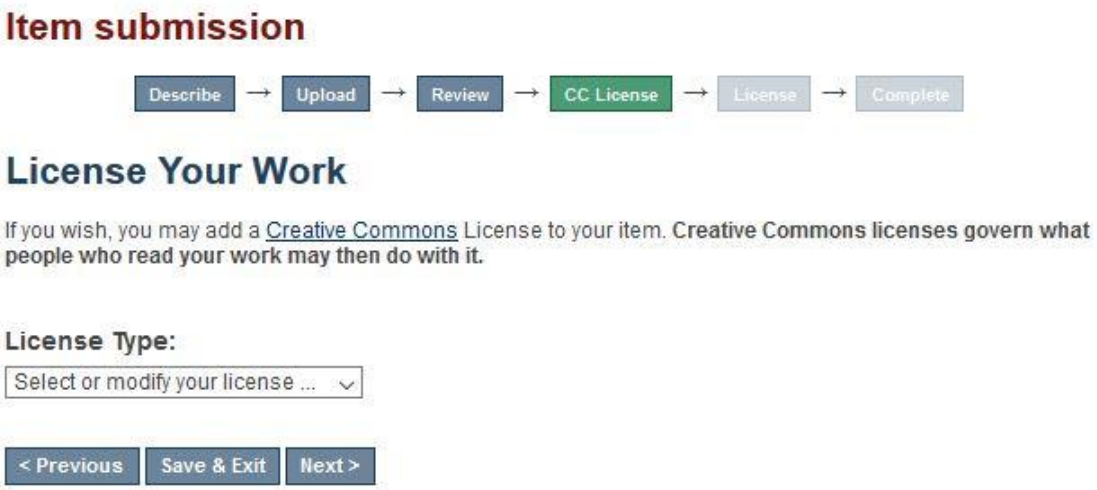
STEP 7

You will be given an opportunity to verify the descriptive information you provided. Review the information you have created. If it is satisfactory click, Next or correct the information if needed.



STEP 8

Next, you will be given the opportunity to assign a Creative Commons License to your work. A Creative Commons License allows you to set parameters for what you will or will not allow others to do with your work. Selecting a Creative Commons License is NOT required. For more information about what a Creative Commons License is, please visit: http://creativecommons.org/about/licenses

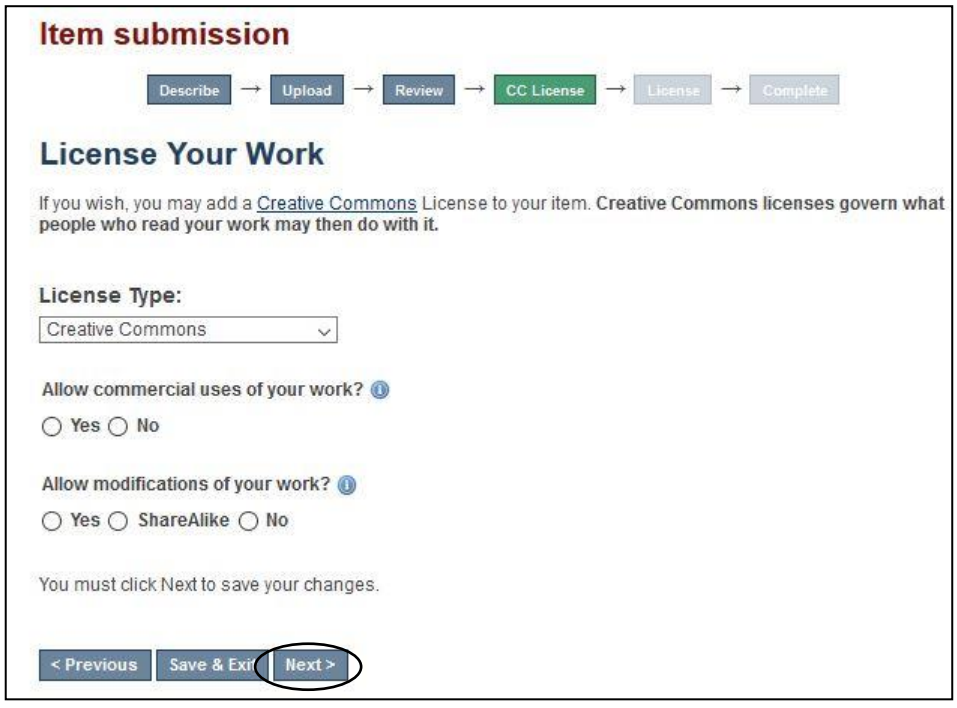


STEP 9a OPTION NO CREATIVE COMMONS LICENSE

If you DO NOT want to include a Creative Commons License, select: No Creative Commons License from the drop-down menu.

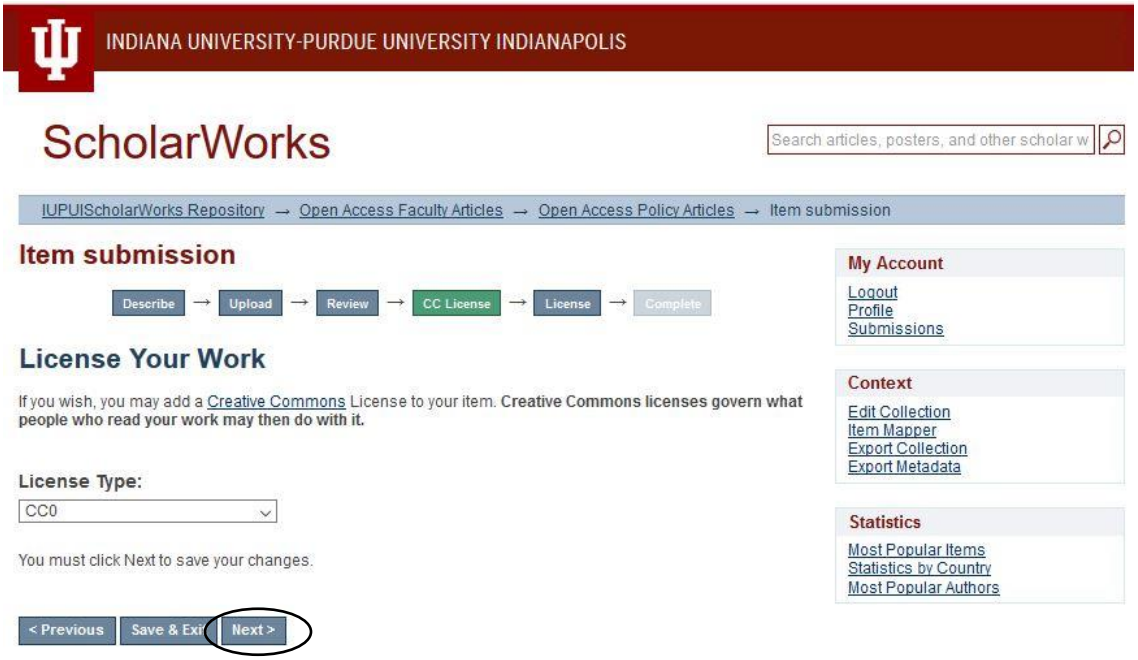
STEP 9b OPTION SELECTING A CREATIVE COMMONS LICENSE

If you DO want to include a Creative Commons License, answer the questions appropriately for your document and click Next.



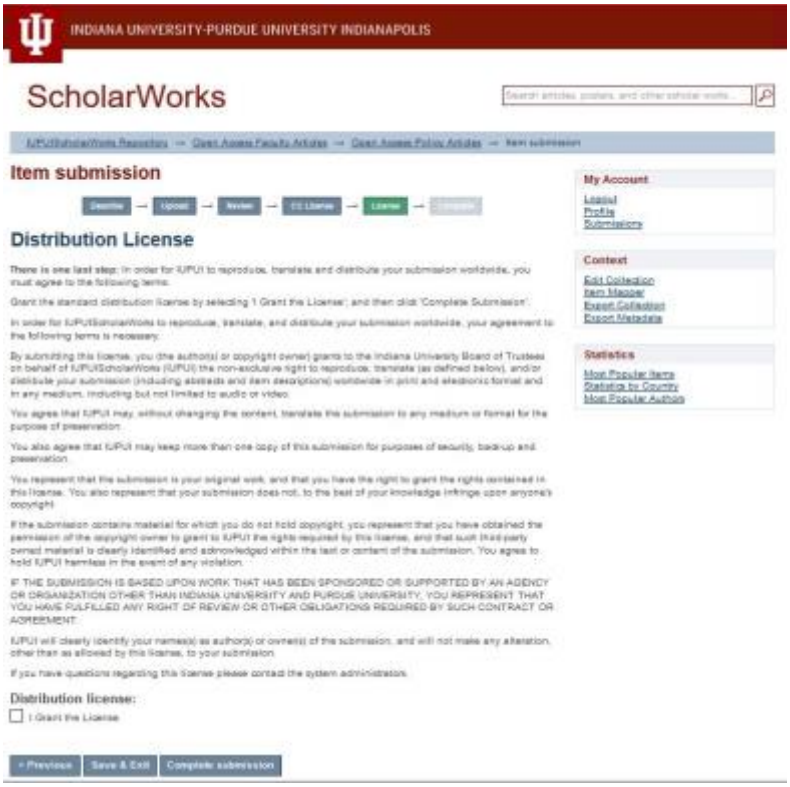
STEP 9c OPTION CC0 (Public Domain)

If you DO want to include a license that makes your work part of the public domain, click Next. For more information about the consequences of this step, see http://creativecommons.org/share-your-work/public-domain/cc0/.



STEP 10

Finally, you need to read through the IUPUI ScholarWorks Distribution License carefully to understand the license to which you are agreeing and what you are allowing IUPUI and University Library to do with your work. This is a separate license from the Creative Commons License, and it **is required**.



If you agree to the terms, please click I Grant the License and then click Complete submission. If you do not select "I Grant the License," your item will not be submitted to the archive.

You will see the following page.