Submitting Your Senior Project to DSpace
# Overview

1.) Submit Permission Form

You must submit an online form or a paper permission form before your project can be accepted into DSpace.

2.) Complete Approval Process

After a faculty member approves your permission form, you may submit a copy of your project to DSpace.

3.) Submit project to DSpace

Log into DSpace and enter all the necessary information to submit your senior project.

After you have submitted a permission form AND a senior project to DSpace, a new item will be created in the DSpace Senior Projects collection.
Step 1 - Permission Form

You must submit a permission form before you can upload your senior project to DSpace. You can either submit a [paper permission form](#) or an [online permission form](#). If you have questions about shared copyright, intellectual property, or access restrictions, contact your faculty advisor.

Paper form

Online form
Step 2 - Faculty Approval Process

If you submit an online permission form, a document is generated and sent to your project advisor for approval. Your project advisor can choose to approve, reject, or request more information.

If you complete a paper permission form, your faculty project advisor must sign the paper form to approve it. Send the signed permission form to:

ATTN: Resource Management Dept.
Pelletier Library
555 N Main St.
Meadville, PA 16335
Questions so far?

If you have any questions about the permission form, please contact:

Brian Kern - Associate Director of the Library
(814) 332-3792
bkern@allegheny.edu
Step 3 - Submit your project to DSpace

What do you need before you start?

• A copy of your senior project in PDF format (if you have questions about how to convert your Microsoft Word document to PDF, we can help you with that)

• Other files you want to submit with your project (i.e. images, sound files, videos, datasets, code, etc)
Log in to DSpace

How to log into the DSpace:

- Go to dspace.allegheny.edu
- Click the Login link
- Enter your Allegheny College username/password
Submission Walkthrough

To begin the submission process for your senior project:

- **Log in to DSpace**
- **Click on the Submissions link in the left navigation under My Account**
You may start a new submission.

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Click the **start a new submission** link to continue.
Select a collection titled Senior Projects > Projects by Academic Year > Academic Year 2021-2022

Click Next to continue
Item Submission Form

- Steps 1 & 2 describe your project (author, title, abstract, keywords, etc.)
- Upload a PDF copy of your project and any other related files
- Review the information you entered for your project
- Agree to the license
- Complete the submission
- Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.
Questions about DSpace?

If you have any questions about DSpace or the submission process, please contact:

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(814) 332-3792
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You did it! Congratulations!