Step 1: Create an account in RED

a. First navigate to https://red.library.usd.edu/honors-thesis/
b. Next, select the link to My Account near the top of the page
c. Create your account. Select the link to “Current USD users...” and sign in:

For current University of South Dakota students and faculty, please click on the link below to log in using your USD ID.

**Current USD users, sign in with your USD Email Address here**

Sign in with your USD Email Address or USD partner user account name and password

someone@example.com

Password

Sign in
d. Select the link to “Edit Profile”:

![Edit Profile Image]

- Select the link to “Edit Profile”:

![Edit Profile Image]

e. **Note:** don’t enter anything in the fields for your password or email. It’s already been entered automatically.

f. Enter your legal USD name and select the “Update” button:

![Update Button Image]

**Step 2: Submitting your thesis electronically**

a. After creating your account, again navigate to the Honors Thesis page:
   
   [https://red.library.usd.edu/honors-thesis/](https://red.library.usd.edu/honors-thesis/)

b. Next, select the link to “Submit Research” on the left side of the page under Author Corner:

![Submit Research Link Image]
c. You will then be directed to the online **Submission Instructions** and **Submission Agreement** page. Read the Agreement, and check the box at the bottom of the page, indicating you agree with the conditions, and select the **Continue** button.

![Image of the Submission Instructions page]

**I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed.**

**NOTE:** It is suggested that you print this page for your records.

- Please check this if you agree to the above terms.

  - Continue

---

d. After agreeing, you will be taken to the main thesis submission page. Many of the fields on the form are required:

- **Title**: Enter the Title in Headline Capitalization (capitalize "all nouns, pronouns and verbs, and all other words of four or more letters").
- **Author**: This is the name and address you used when you created your account. No further action is required in this field.
- **Date of Award**: Season and year you graduated.
- **Department/Major**: Select your major/department.
- **First Advisor**: Please include the names of all three of your thesis committee advisors.
- **Keywords**: Up to 10 words, to help make your thesis discoverable on Google.
- **Subject Categories**: Select a category that corresponds to your major.

**Available:**
- Architecture
- Arts and Humanities
- Business
- Education

**Selected:**

- **Abstract**: Your abstract tells your reader what to expect, and should briefly describe your research question, methodology and results.

- **Upload Full Text**: This file should be in Microsoft Word or PDF format.

**Additional Files**

- If you have an additional file such as an audio or video file—you can add it here.
Uploading your thesis may take a few minutes. If clicking on ‘Submit’ does not take you to a new page after a while, scroll to the top and check for error messages:

- The 'Keywords' field cannot be blank.
- The 'First Advisor' field cannot be blank.
- The 'Abstract' field cannot be blank.
- The 'Title' field cannot be blank.
- The 'Date Of Award' field cannot be blank.
- You must choose yes or no for 'Upload Full Text'.

e. If your upload was successful, you will be taken to a page that resembles the following:

Congratulations, you have successfully uploaded your thesis!

You may revise the submission if necessary, or to return to your account page and logout, select the **My Account** button at the top of the screen.
On the My Account page you can:

Log out, manage your account settings, look at your Dashboard Tools or view the status of your submission.

<table>
<thead>
<tr>
<th>ACCOUNT SETTINGS</th>
<th>ACCOUNT SETTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Profile</td>
<td>Change password, affiliation, or contact information</td>
</tr>
<tr>
<td>Research Alerts</td>
<td>Change e-mail notifications and manage e-mail preferences</td>
</tr>
<tr>
<td>Follow Management</td>
<td>Manage what you Follow</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DASHBOARD TOOLS</th>
<th>DASHBOARD TOOLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author Dashboard</td>
<td>View readership for your works</td>
</tr>
<tr>
<td>Digital Commons Dashboard</td>
<td>View activity and download usage reports</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HONORS THESIS</th>
<th>HONORS THESIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Status</td>
</tr>
<tr>
<td>a thesis</td>
<td>under review</td>
</tr>
</tbody>
</table>

At this point, the system will notify the Director of the Honors Program of your submission, and when they approve it, you will receive notification.

Additionally, you will also receive monthly emails after your thesis is posted; alerting you to the number of downloads your thesis has received.

If you have any questions regarding the process, please contact:

Danielle Loftus
University Libraries
University of South Dakota
PHONE: 605/658-3386 | EMAIL: Danielle.Loftus@usd.edu