Step 1: Create an account in RED

a. First navigate to https://red.library.usd.edu/otcapstone

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**
d. Select the link to “Edit Profile”:

![Image of My Account page with Edit Profile highlighted]

- **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:

![Image of Update button highlighted]

**Step 2: Submitting your capstone electronically**

a. After creating your account, again navigate to the Capstone Presentations page: [https://red.library.usd.edu/otcapstone](https://red.library.usd.edu/otcapstone)

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

d. After agreeing, you will be taken to the main capstone submission page. Some 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**: Month and year you graduated.
- **Document Type**: Select Oral Presentation/Poster.
- **Department**: Select your major/department.
- **Keywords**: Up to 10 words, to help make your capstone project discoverable on Google.
- **Subject Categories**
  - **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**

- **Please check this if you'd like to add additional files**

- **Submit**

  ![Image of submission interface]

  Click to submit your thesis to Digital Commons.

  This may take a while. Please only click once.
e. If your upload was successful, you will be taken to a page that resembles the following:

Congratulations, you have successfully uploaded your capstone!

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>My Account</th>
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<tbody>
<tr>
<td><strong>DANIELLE P DE JAGER-L Loftus</strong></td>
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| **ACCOUNT SETTINGS** | 
|---------------------|-----------------------------|
| **Edit Profile** | Change password, affiliation, or contact information |
| **Research Alerts** | Change e-mail notifications and manage e-mail preferences |
| **Follow Management** | Manage what you Follow |

| **DASHBOARD TOOLS** | 
|---------------------|-----------------------------|
| **Author Dashboard** | View readership for your works |
| **Digital Commons Dashboard** | View activity and download usage reports |

At this point, the system will notify the RED manager of your submission, and you will receive notification when it is approved.

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

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

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