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# Digital Commons @ Kennesaw State University: A Contributor's Guide

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# DIGITAL COMMONS

## A PRACTICAL GUIDE FOR GRADUATE STUDENTS

### Step 1

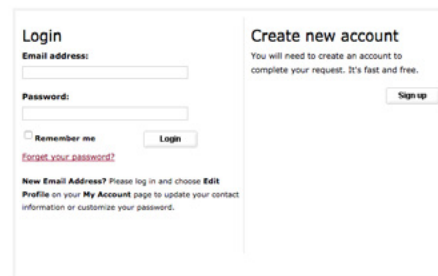
Find your program's specific DigitalCommons page, by visiting <http://digitalcommons.kennesaw.edu/etds.html/>

### Step 2

Click the link that reads like this: [CLICK HERE TO SUBMIT YOUR DBA DISSERTATION](#)

### Step 3

You will then be asked to create a new account  
It is a simple process with 7 fields of basic information,  
your institution is Kennesaw State University



The screenshot shows a login and account creation interface. On the left, there is a 'Login' section with fields for 'Email address' and 'Password', a 'Remember me' checkbox, a 'Login' button, and a link for 'forget your password?'. Below this is a section for 'New Email Address?' with instructions to log in and edit the profile. On the right, there is a 'Create new account' section with the text 'You will need to create an account to complete your request. It's fast and free.' and a 'Sign up' button.

### Step 4

Read "Submission Agreement" and "Non-exclusive License Agreement - Student", then click the check box and press "Continue" at the bottom of the page.

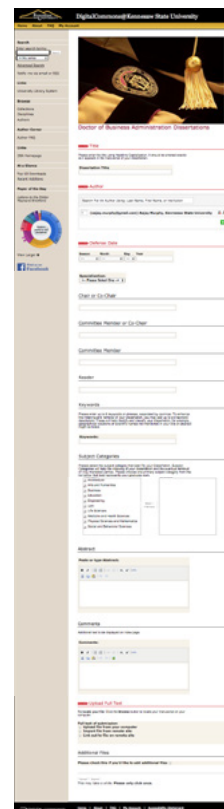
### Step 5

Fill out the submission form with all appropriate information,  
be sure to upload the *final* draft of your work.

### Step 6

Click "Submit" at the bottom of the page and you are finished.

From here, the DigitalCommons administrator will reach out to your Committee/Advisors for permission to post, as well as to the Graduate College, who will then pass the information on to allow you to graduate.  
Contact [digitalcommons@kennesaw.edu](mailto:digitalcommons@kennesaw.edu) for assistance.



The screenshot shows a detailed submission form on the Digital Commons website. It includes a header with the site name, a navigation menu on the left, and a main content area with various sections for user information, profile details, and submission options. There are several input fields, checkboxes, and buttons throughout the form.

**IMPORTANT**  
**THE SUBMISSION PROCESS MUST BE DONE**  
**ON OR BEFORE**  
**THE DATE THAT FINAL GRADES**  
**ARE DUE FOR THE SEMESTER.**