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1. Go to <http://scholarworks.umt.edu>
2. Click on **My Account**.
3. Click the **University of Montana NetID Login** link to log in to ScholarWorks.
4. Click the **Collections** link on the left-hand side of the screen.
5. Click the **Undergraduate Theses, Professional Papers, and Capstone Artifacts** link from the list. (After clicking this link, you should be on this page: <http://scholarworks.umt.edu/utpp/>)
6. Click **Submit Research**, and read the Submission Agreement. Check the box at the bottom of the agreement and click the **Continue** button.
7. Complete the upload form. When you have finished, click the **Submit** button at the bottom of the form.
8. If you are satisfied with the data you have entered, click the **My Account** link beneath the ScholarWorks/University of Montana header. (Click **Revise submission** if you wish to edit your submission.)
9. Click **Log Out**.