Instructions on how to post materials to ASUDR

1. Go to the ASUDR homepage and use your ASU credentials (same as Blackboard and RamPort) to login.

2. Click “Submissions” to add your new item(s).

3. Start new, or click the title of an item to finish a submission.
4. Select your department’s collection. Then click “Next” to add data about your item(s).

5. Enter the title and date of issue. You may enter other data on the first three pages of the form, or not. Scroll to the bottom of the page and click the “Next” and “Previous” buttons to move around or skip parts of the form.
6. Files can include documents, data sets, animations, audio, or images. Upload your files. Then click "Next".

**Item submission**

Upload File(s)

**File:** * 

Choose File POSTER.pdf

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

**File Description:**

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Upload file & add another

< Previous  Save & Exit  Next >

7. Review data on the form, click “Next”. We present and encourage Creative Commons licenses, but you can skip them and click “Next”. Read the license page carefully, and check the box to accept the license. Ask any co-authors to fill and sign the Texas Digital Library (TDL) license form from the Library Forms page. Co-authors need to send the forms to the librarian.

If you have questions regarding this license please contact the system administrators.

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< Previous  Save & Exit  Complete submission >

8. Click the “Complete submission” button and you’re done!