

**PDXScholar Submission Instructions**  
**Department of Civil and Environmental Engineering**  
**PORTLAND STATE UNIVERSITY**  
**GRADUATE PROGRAM**

PDXScholar is Portland State University's open access digital archive promoting discovery, research, cross-disciplinary collaboration and support for instruction by collecting, preserving and providing access to scholarly, intellectual and creative work generated by Portland State faculty and students.

Use the latest version of Chrome, Firefox, Internet Explorer or Safari to ensure a successful upload process.

1. Go to PDXScholar: <http://pdxscholar.library.pdx.edu/>
2. Click on "My Account" located at the top of the page. Under "Create new account," click on "Sign up" and follow the prompts to create an account. After you submit your information you will receive an email notifying you that your account has been created, at which point you can start the process of submitting your work.
3. On the PDXScholar homepage, click on "School, College, or Department," then "Maseeh College of Engineering & Computer Science," then "Civil and Environmental Engineering Master's Project Reports."
4. Click on "Submit Research" link located in the left navigation bar.
5. If you are not logged in to the system, you will be prompted to log in.
6. Read the submission instructions:
  - o Follow the prompts and enter information about your item including:
    - Full title of your project – Please use title case rather than all caps.
    - Email address of author – Use the email address to which you would like notifications sent. We suggest that you use an email address other than your pdx.edu address, as this will allow you to receive notifications after your pdx.edu email address expires.
    - Your full name
    - Institution - Enter Portland State University
    - Advisor's full name – DO NOT include titles such as Dr., Ph.D., Professor or Mr./Ms./Mrs.
    - Abstract - Enter a brief summary of your Master's project report.
7. Upload your file by selecting "Upload a file" and click the "Browse" button to locate your MS project on your computer.
8. If you have supplementary files, place a check in the "Additional Files" box. You will be prompted to upload your supplementary content after you click on "Submit Paper." See the "Supplementary Files" section.
9. Click "Submit."
10. From this screen you can revise your submission or log out.

Your uploaded paper will be received by the Program Administrator. Once the Program Administrator has received the MS Project Approval Form with all of the required signatures, the paper will be posted to PDXScholar, making it publicly viewable on the web. You will receive an auto-generated message to your email account notifying you when your paper is posted.