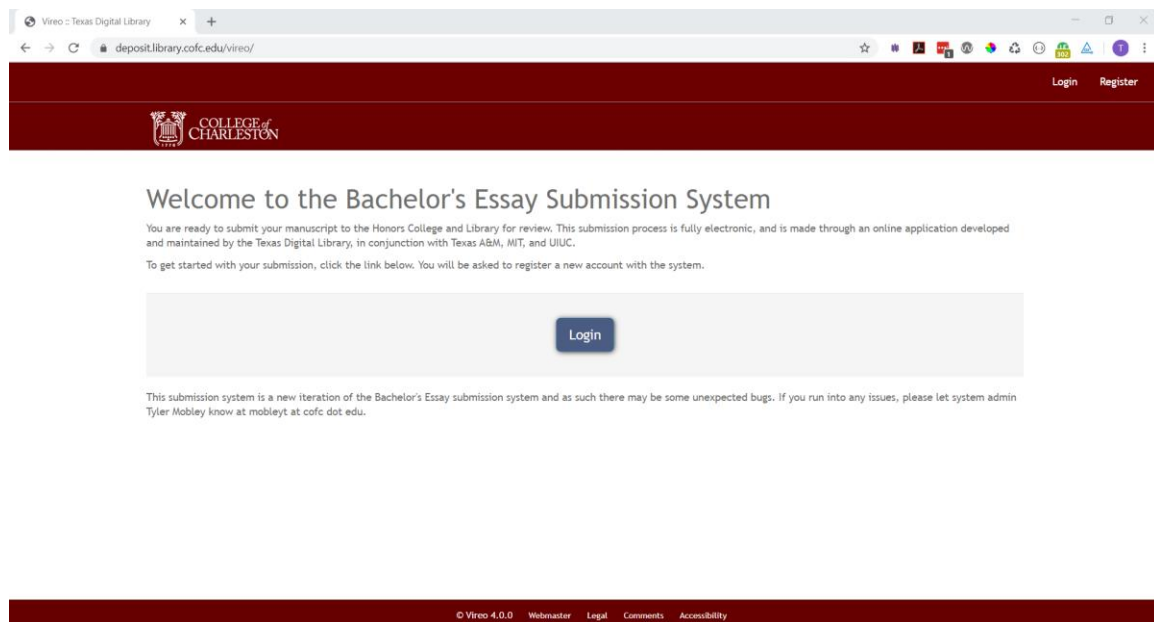# Submitting Your Bachelor's Essay Electronically

The online submission system for Honors College Bachelor's Essays provides a simple process for describing and uploading your essay.

Once submitted, your submission will be reviewed and then published to the Institutional Repository portal provided by College of Charleston Libraries.

Let's begin!

## Step 1. Visit & Register

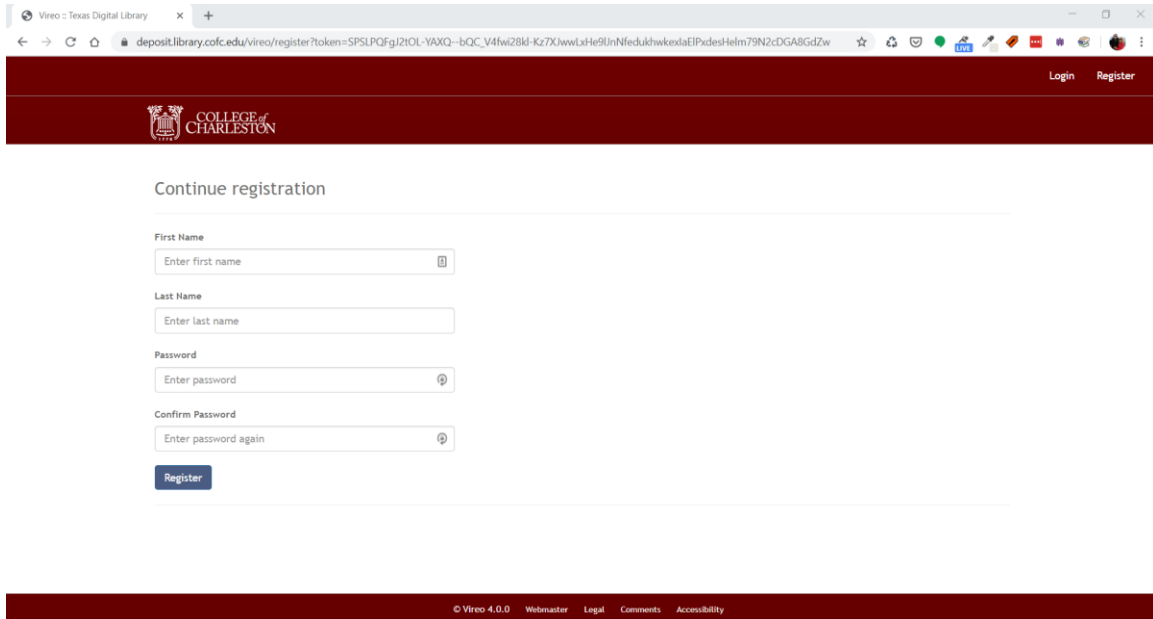The submission system requires you to register as a new user on your first visit. **It does not automatically work with your existing student account**. To register, visit https://deposit.library.cofc.edu/vireo and click the Register link at the top right. You will see the following dialog box.
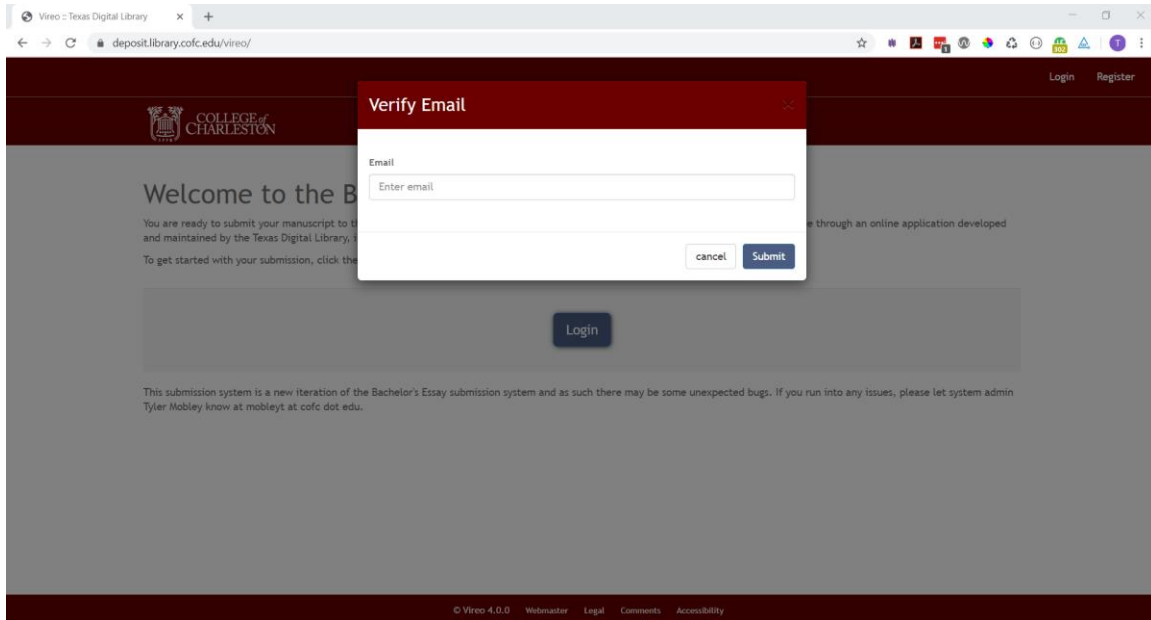


Input your email address and click 'Submit'. You will be notified that a confirmation email has been sent to your account. Then navigate to your email inbox, where you will shortly find an email message like the one below.
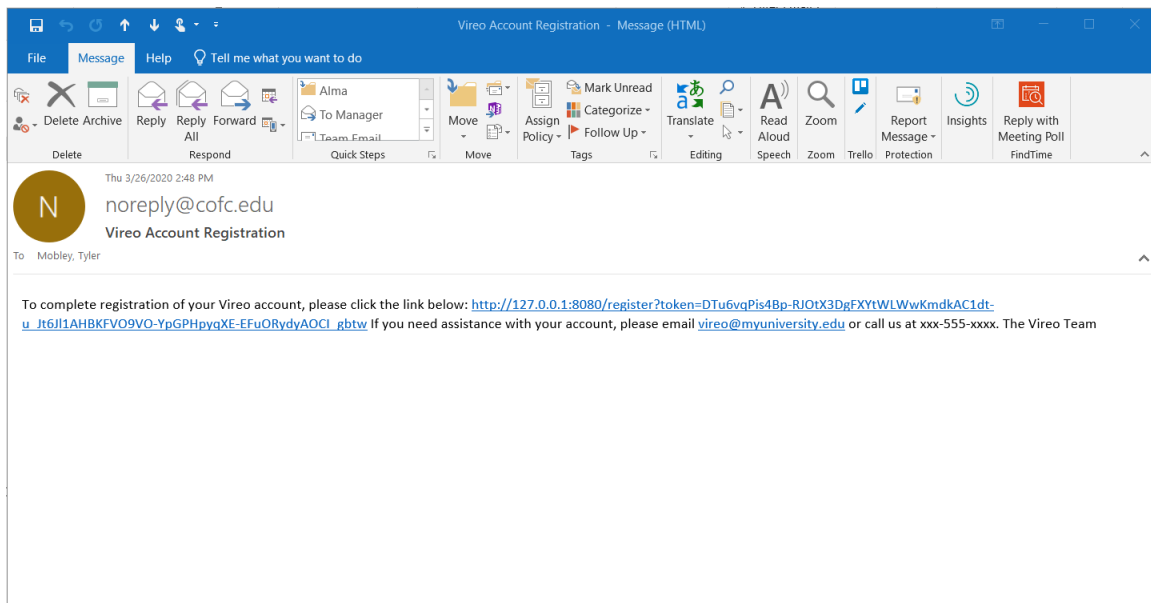
Click the link provided in the email, and you will be taken back to the student submission system, where you will see the form below. Fill out this form and click 'Register'. You are now successfully registered with the system and will be redirected to the homepage.
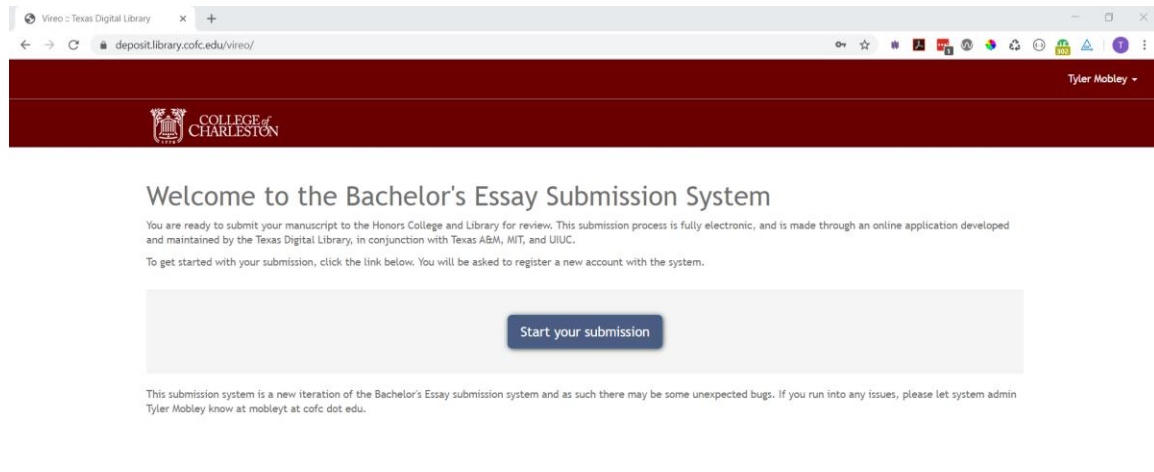
**Step 2. Begin Submission**

At the homepage click 'Login' at the center of the page, enter your email address and password you created during registration, and click 'Login'. The homepage will now display a large 'Start Your Submission' button as below.



To begin, click 'Start Your Submission'. You will be taken to the screen below confirming you want to 'Start College of Charleston Submission'. Click the button to proceed.
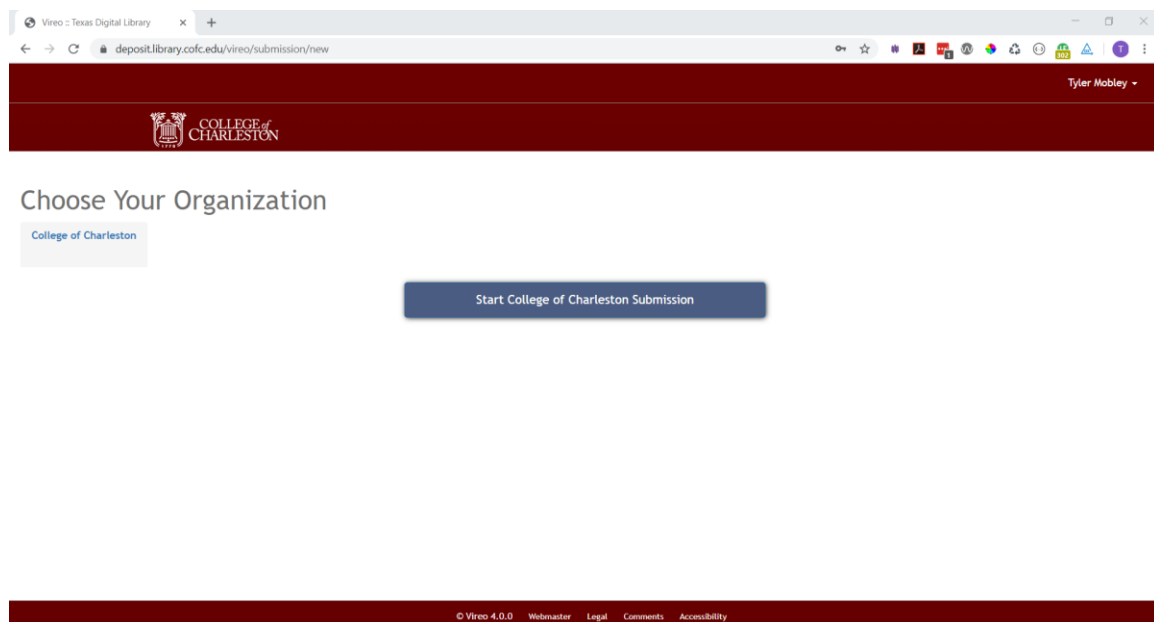
## Step 3. Verify Personal Information

Next, please input your first name, last name, the department for which this essay was completed, your degree and major, and a permanent email address where you can be reached. If you have an additional degree and major, please input them in the optional Additional fields. Once done, click 'Continue to License Agreement'.

## Step 4. License Agreement

The next step of the process is a simple License Agreement. To continue, check the box at the bottom reading 'By checking here you agree to the above license in its entirety' and click 'Continue to Document Information'. **Please note that this license only seeks to confirm your consent for submitting your paper to the system for online publication. You, the author, still hold all copyright control over your work.**

**Step 5. Document Information**

The next step is to describe your document.

On this page, please fill out all required fields and whatever optional fields are relevant to you. This includes:

-Title

-Your graduation date (Month and Year)

-The type of document you are submitting (only 'Bachelor's Essay' is available)

-An optional abstract

-You will also need to list any Bachelor's Essay Advisors involved with your work. If you have any secondary readers, be sure to list those here as well. The email of your Primary Advisor is also required in the following section.

Finally on this page, there are embargo options for you to choose. An embargo is a request on your part as the author to delay the publication of your submission. This will typically only be relevant if your article is soon to be published in another publication and must not be published elsewhere beforehand. Current options for embargos as 'No Embargo, 'File Embargo', 'Full External Embargo', and 'Indefinite'. **If you are OK with your essay being published and made available immediately, please select 'No Embargo' and click 'Continue to File Upload'. Otherwise, please select the Embargo Option relevant to you.**

**Step 6. Upload Your Files**

On this page you can upload your primary essay document as well as supplementary files. The primary document must be in PDF format, but supplementary files can be in other formats (such as Excel or PowerPoint files). Once you choose each file, click 'Upload'. Once complete, click 'Continue to Review'.

**Step 7. Confirm & Submit**

You're almost done! Review the information you have entered to be sure it is correct. If anything is incorrect, click the 'edit your information' link below the relevant section to make changes. If you are satisfied with the fields, click 'Confirm and Submit'.



**Step 8. Completion**

Your paper is now submitted, and you should see the screen below. At this point, the paper will be reviewed. Upon approval, your essay will be published electronically to the Library's Institutional Repository system at http://repository.library.cofc.edu/handle/123456789/436.