Submitting your Plan B

1. Upload Plan B to Digital Commons
   a. Go to http://digitalcommons.usu.edu/gradreports/
   b. Click on the “Submit Research” link on the left side of the page.
   c. Login or create an account.
   d. Read and accept the Submission Agreement.
   e. Fill in all the fields with the correct information. The abstract should match the abstract in your document.
   f. Upload a copy of your approved document/Plan B with any additional files (this includes additional pictures, maps, plates, etc.).
   g. Submit your Plan B.
   h. For more detailed instructions, follow this video.

2. Fill out the Graduate Plan B Creative Project/Report Form.
   a. This form can be found at http://library.usu.edu/etd/

3. Email the completed form to digitalcommons@usu.edu. The form will then be sent to you via DocuSign to capture your signature.

4. Once you have uploaded and submitted your Plan B to DigitalCommons and completed the Plan B Creative Project/Report Form, your submission will be approved by the library and published online.

5. The library will notify the School of Graduate Studies that all degree requirements have been met.

Questions? Contact the library at digitalcommons@usu.edu