**Uploading EDU 690 Projects to the Digital Commons**

***Step One:*** Click the link below to visit the IGPE project page and select Submit Your Work

<https://digitalcommons.buffalostate.edu/igpe_project/>

Graphical user interface, application

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***Step Two:***Select create your account and create an account. The password must be at least 8 characters, including at least 1 upper case letter, 1 lower case letter, 1 number, and 1 special character. An email will be sent to confirm your account.

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**Step Three:** Click link in email and login

A screenshot of a computer

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***Step 4:*** Select Agree to the terms after review

***Step 5:*** Complete the form accordingly. It is only required to complete the required sections- in red, yet you may choose to complete others as appropriate

Title- Title of your project

Author- Your email/name will be selected automatically

Date of Award- Month and year that you graduated from SUNY Buffalo State

Embargo Period- No Embargo Required

Access Control- Open Access

Degree Name: International Graduate Program for Educators- MS in Multidisciplinary Studies

Department: International Graduate Program for Educators

Upload Full Text: Upload the document

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***Step 6:*** Click on **Submit** to finalize

When your submission has been reviewed and accepted, you will receive an update via email. You may get an email asking for corrections or a resubmission. Follow the directions in that email and resubmit if needed.

Please note, by default all submission to Digital Commons are open to the public to download and view.

If you have problems or need assistance, please contact Nicole Calamunci, [calamund@buffalostate.edu](mailto:calamund@buffalostate.edu)