HOW TO SUBMIT WORKS TO THE ORB

1. Click on the My Account link (located in the upper right corner of the homepage)
2. If you already have an account, use your email and password to login. If you’re new to The ORB use the Sign Up link to create a new account.

3. To sign up, supply the following information: email, name, and password
4. Once you submit this information you’ll receive a confirmation email from noreply@bepress.com; confirm your account by clicking on the ‘Confirm Account’ link
5. From the My Account page, click on the ‘Submit Research’ link located in the side navigation.

6. From the Submit Your Research page, select the appropriate affiliation link; if an appropriate submission link is not available, please contact the ORB administrator at ORB@binghamton.edu.

7. If an appropriate link is available, you will be directed to a Submission Agreement form. Check the box at the bottom of the page and click the Continue link. Fill out the form and upload your work. The work will not appear on the site until it has been approved by the ORB administrator.

8. Please note, if you have trouble with the form or would like assistance, please email ORB@binghamton.edu.

**HOW TO CREATE A SELECTED WORKS PROFILE**


2. Fill in the required fields, if you already have created an account through the ORB click Log In.

3. Find the setting tab in the upper right corner and begin to edit your profile.