**Instructions for Archiving Departmental Honors Paper in MD-SOAR Digital Archive**

1. On the Web, navigate to <https://mdsoar.org/>
2. Under the **Submit** heading, click the link titled Submit Item to MD-SOAR
3. Log in to the system.
	1. Students will only have one collection option for submitting their work.
	2. The library will map the work to other program-specific or department-specific collections.
4. Insert metadata, upload the file, choose a creative commons license, and agree to the MD-SOAR license.
5. That’s it! You’re done!

If you have questions about this process or problems uploading, please contact Toby Peterson (peterson@hood.edu) in the library for assistance.