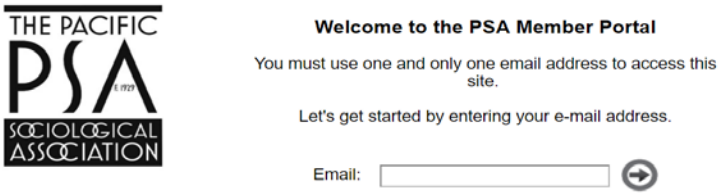
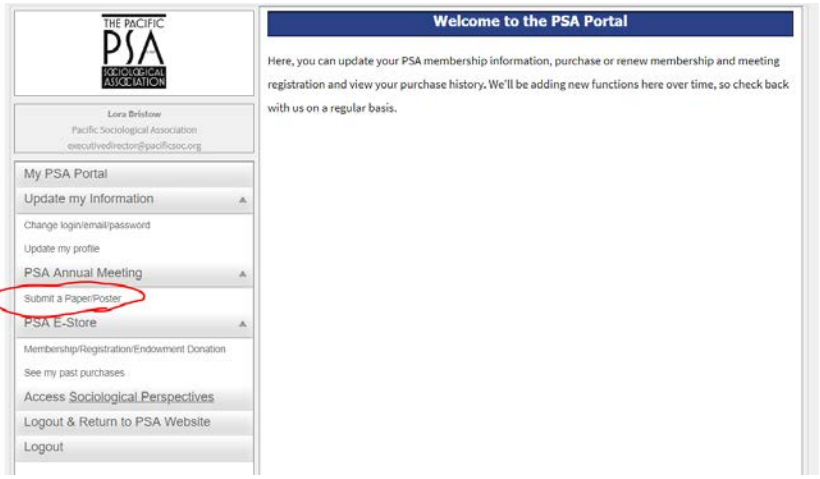
Basic steps to submit your paper/etc.---For Undergraduate Students

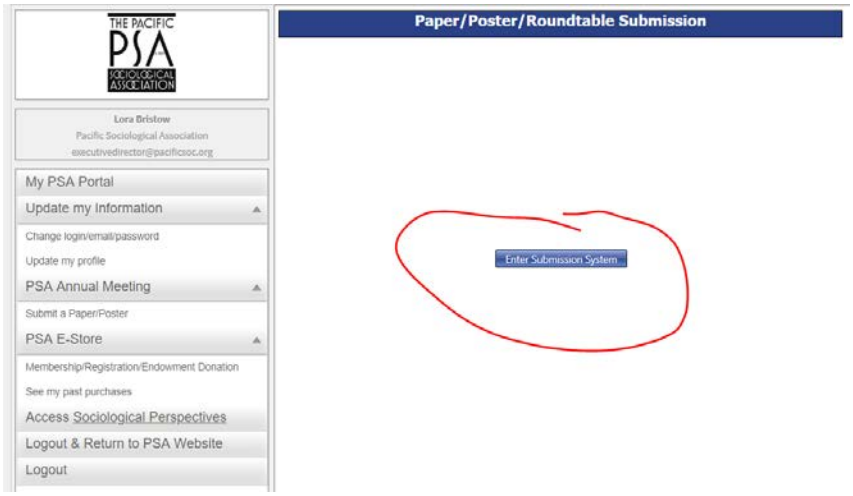
Enter the PSA portal, using your email address (or enter your email address and create your account if you do not already have one—just follow the pages; if you have forgotten your password, use the link at the bottom to re-set it.)



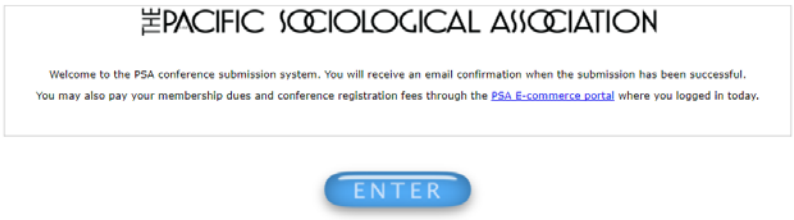
From this page, click the button to go to the submission system part of the portal.



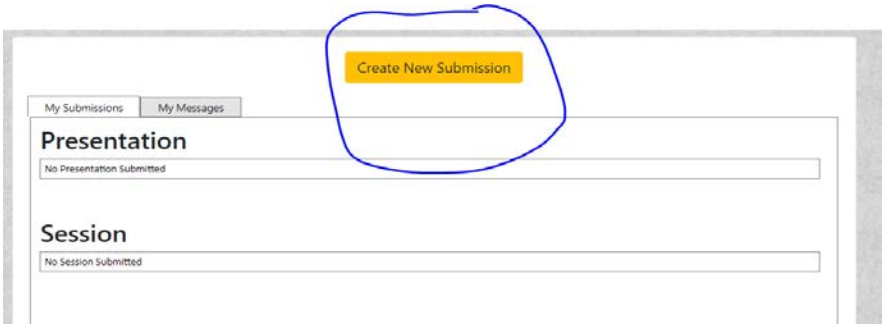
Click on the Enter Submission System button.



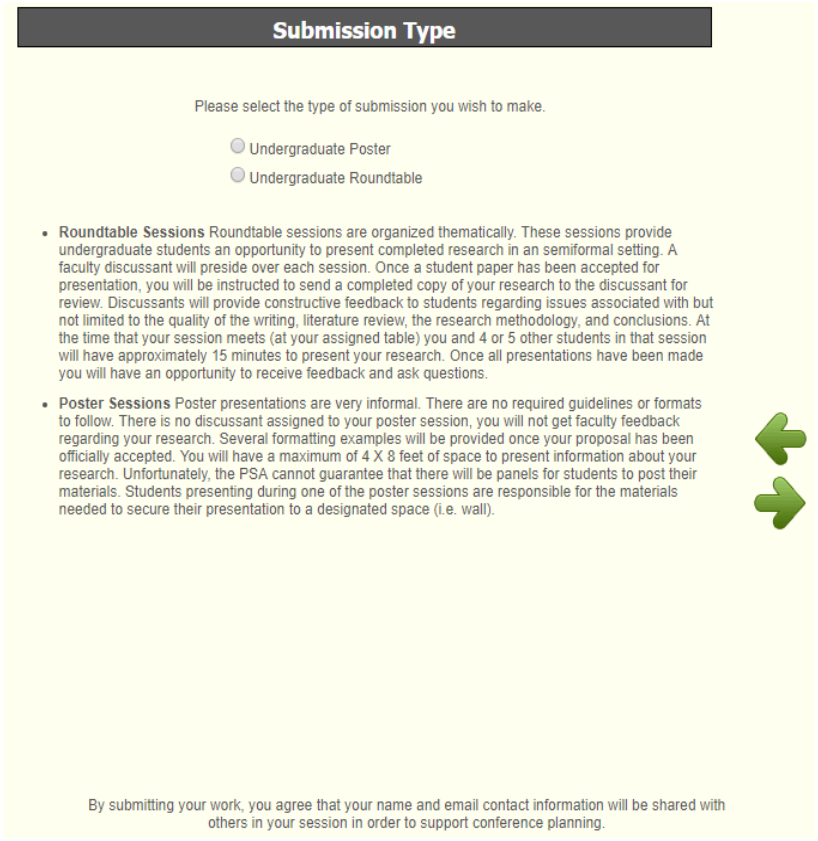
And click one more time on the blue Enter button. These clicks are transferring your personal information into the submission system, so that you do not have to re-enter it.



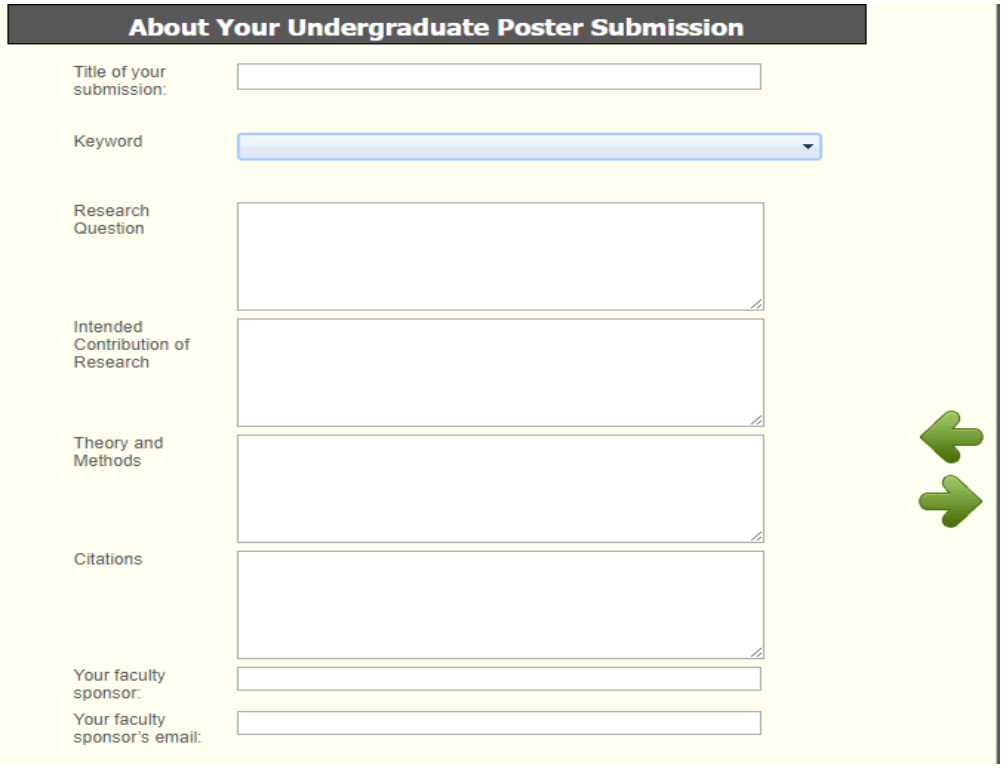
You will now see your “Dashboard”. Once you have entered your submission(s), they will show here on your “My Submissions” tab; you can return to edit them, etc. Any messages sent to you from within the system (notice of paper acceptance, etc.) will show on your “My Messages” tab. Note also the “Need Help?” feature at the bottom. Use the “Create New Submission” button to begin.



First choose your type of submission—poster or roundtable. USE THE GREEN ARROWS TO NAVIGATE PAGES.

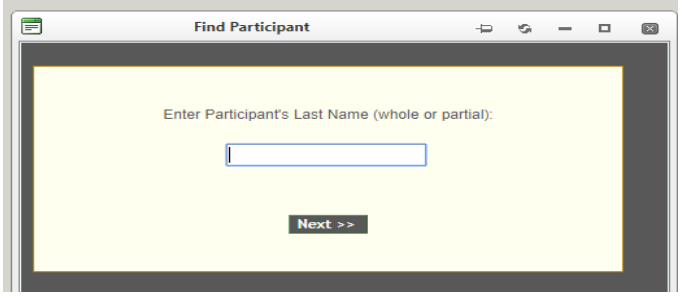


Then tell us about your work. There are a LOT of choices on the topical area (keyword) dropdown menu—be sure to check them all out. Please type your information carefully—this is how it will show in the program! Do not use all capital letters or quotation marks around your title.

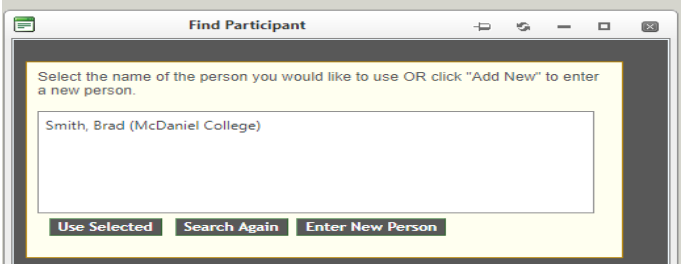


Use the tools to add authors—yourself and any co-authors.

If you click to add an author besides yourself, you will see this screen. If the person you are looking for already exists within the system, you will be able to simply select them from the search results. If not, you can manually add them to the system— be careful that you are using the correct name, etc.

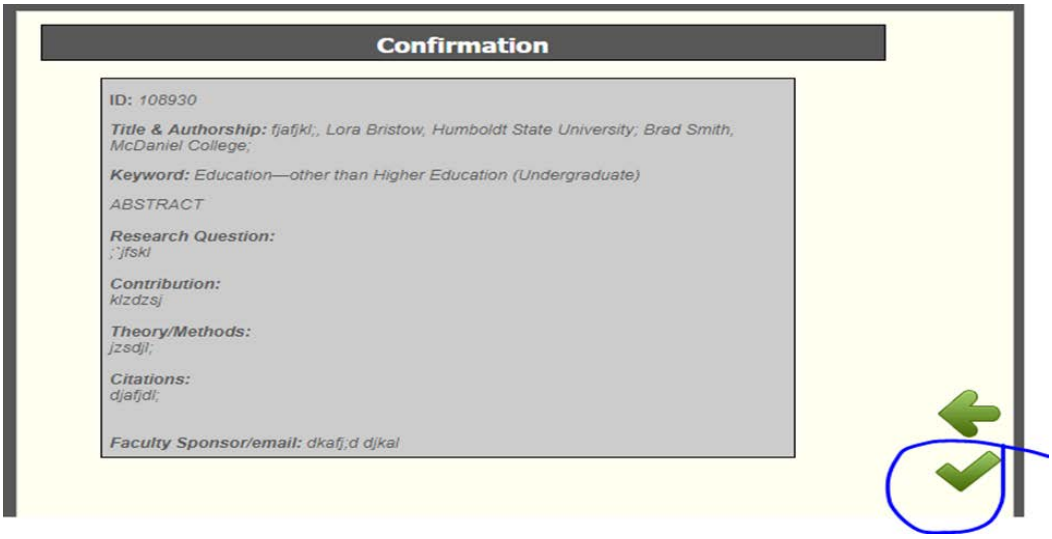


For example, I searched for "smi" and found:

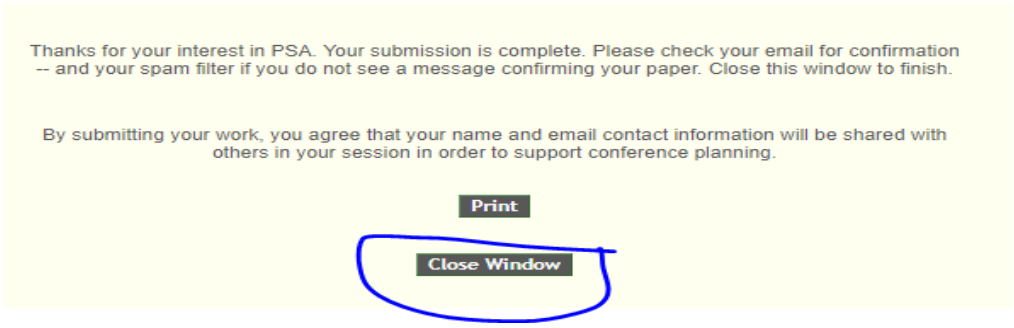
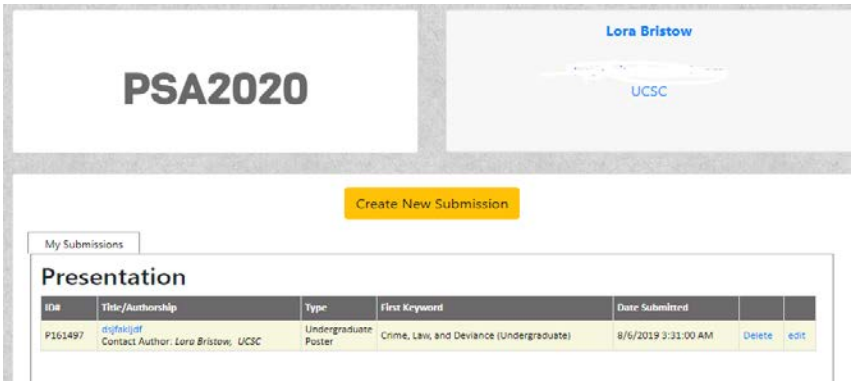


If Brad is the correct person, just click on their name and then the “Use Selected” button. If not, use the “Enter New Person” button.

On the next page, you will see a summary of your submission. **You MUST click the green checkmark for your submission to be saved!**



Then you will see a confirmation page. Use the button to close the window.



Your submission will now show on your Dashboard. You can edit any part of your submission until October 15, when the submission system will close.