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- Click “My Account.”
- Login or create a free account by clicking “Sign up” under “Create new account.”
- Complete the form to create a user account. Use an email address to which you would like notifications sent.
- We suggest that you use an email address other than your Misericordia address, as this will allow you to receive notifications after your Misericordia email address expires.
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Go to [https://digitalcommons.misericordia.edu/research\\_posters2022](https://digitalcommons.misericordia.edu/research_posters2022) and then to the Submit Research button on the left side.

### **You must agree to the following statement before depositing your poster into Misericordia Digital Commons. Please read it carefully.**

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- I certify that this is my original work.
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- If applicable: I have complied with all Misericordia University Institutional Review Board (IRB) policies and procedures.
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**Note: The faculty advisor(s) you identified in your Submission Form will be notified that you have submitted your poster for their review. Once they approve it, the record and all files will be made public in the Misericordia University Digital Commons.**

**If it has not been approved, you will be notified via email by your faculty advisor, NOT through Digital Commons. Discuss any necessary revisions with your faculty advisor(s) and resubmit as you are advised.**

### **Tips on Preparing Your Files**

1. Make your poster as you normally would in PowerPoint, as if you were having it printed large-scale.
2. In Windows: Go to File > Export; Click Create PDF/XPS Document, then click Create PDF/XPS.
3. In Mac: Go to File > Save As and Save your file as a PDF or File > Export
4. Please name your file using this information in the following format (with no capital letters, spaces, or other special characters):
5. Complete last name and first initial of every author + v + version number + upload date (YYYYMMDD)
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