# UMCUR: Uploading Files to ScholarWorks

Before you get started:

* This time you will be **revising the record** you created when you submitted your abstract in order to upload your final file(s). DO NOT create a new record.
* The person who created the record in ScholarWorks must also be the person who uploads the file(s).

Navigate to your UMCUR submission:

1. Go to [https://scholarworks.umt.edu](https://scholarworks.umt.edu/umcur)/umcur
2. Click on **My Account** and login with your NetID and password.
3. After you login, you should see the title of your presentation as a link to the record that you created when you submitted your abstract. Click this link.
4. On the next screen, click **Revise Submission** in the upper left-hand navigation menu.
5. You should now see the same upload form that you completed when you submitted your abstract, with all of your presentation information filled in. Scroll down until you see the **Presentation/Poster File** field.
6. Read the appropriate set of instructions below for next steps.

Next steps for POSTER PRESENTERS whose posters will be printed at the Paw Print:

1. **Presentation/Poster File:** Upload your final poster PDF file here.
2. **Poster Ready**: Check this box when your poster is ready to be printed. (Remember: DHC will only pay for your poster to be printed one time, so make sure your poster is ready to be printed before you check this box.)
3. **Preferred Contact Information**: Enter your preferred contact information (email or phone) so that Paw Print staff can notify you when your poster is ready to be picked up.
4. **Poster Display**: Check this box if you are willing to give the library permission to digitally display your poster on monitors in the library.
5. If you wish to add a recording of your poster presentation, click the **Additional Files** checkbox and carefully follow the instructions on the next screen. (Otherwise, skip this field.)
6. Click **Submit**
7. You may logout after you have received confirmation that your record has been successfully revised (your file has been uploaded).

Next steps for all other presenters:

1. **Presentation/Poster File:** Upload your poster or oral presentation file here. If all you have is a video file, you may upload it here as well.
2. **Poster Ready**: Skip this field.
3. **Preferred Contact Information**: Skip this field.
4. **Poster Display**: ALL poster presenters: Check this box if you are willing to give the library permission to digitally display your poster on monitors in the library. (Oral presenters and Visual/Performing Arts presenters can skip this field.)
5. **Additional Files**: *Oral and poster presenters*: If you wish to add a recording of your presentation, click the checkbox and carefully follow the instructions on the next screen. *Visual/Performing Arts presenters*: Click this checkbox if you have multiple files to upload. Skip this field if you do not have additional files to upload.
6. Click **Submit**
7. You may logout after you have received confirmation that your record has been successfully revised (your file has been uploaded).

**If you need to upload files after the deadline, you will need to** [**email Wendy Walker**](mailto:wendy.walker@mso.umt.edu)**.**