Instructions for Using the Online Submission System
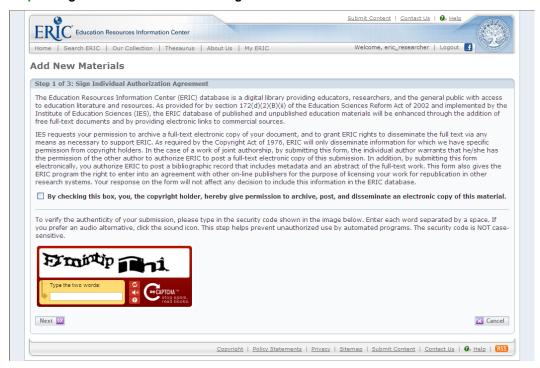
Getting Started

To submit documents to ERIC, you must be a registered My ERIC user. Anyone can register -- go to the ERIC Web site, http://www.eric.ed.gov/myeric, and create a username and password.

Before initiating your submission you will need to assemble the following to complete the process:

- Materials in one of the approved formats (.pdf, .txt, .doc, or .rtf). On the first page, be sure to include:
  - Document title
  - Author name(s) - institutional affiliation is appreciated but not required
  - Publication date (i.e., date of creation or completion, not of submission to ERIC)
  - Grant or contract number - if the document was funded by, or produced on behalf of, the U.S. Department of Education
  - If applicable – conference details (title of meeting, sponsoring organization, date, place)

- Optional files (e.g., PowerPoint slides) – acceptable only as addenda to the complete text of your paper or report and must be included with the primary document.

- Abstract [narrative or structured – see Step 3]

Note: *If you have a large single file, you may use WinZip (.zip) or Stuffit (.sfx) to create a smaller file for submission. If you are submitting multiple files you must use WinZip (.zip) or Stuffit (.sfx) to create one file for submission; use clear and distinct file names indicating the correct order in which the files should be assembled.*

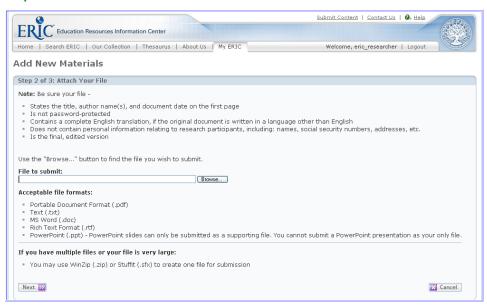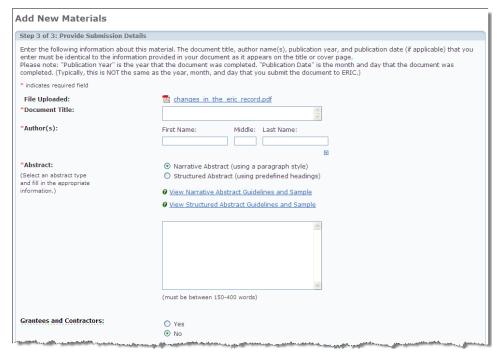**Step 1: Sign Individual Authorization Agreement**

Step 2: Attach Your Files

Step 3: Provide Submission Details

Note:

You may submit immediately or save the file for later submission. After you submit your documents you will receive an email confirmation of receipt. You may check View My Submissions within My ERIC for updates on the status of your submissions.

Learn More

For more information visit the ERIC Web site at http://www.eric.ed.gov. Tutorials are available on many topics, including My ERIC and Online Submission. For questions related to individual submissions, please contact us at ericfeedback@csc.com.