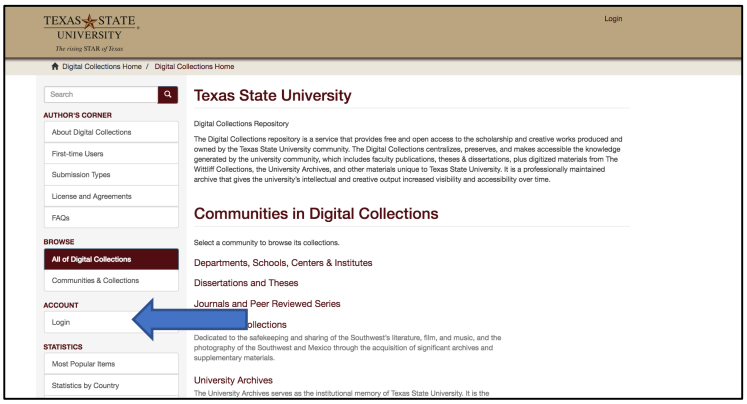
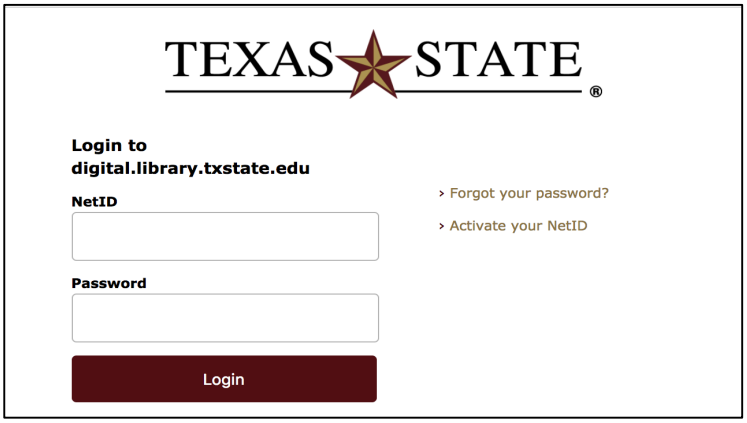
FIRST-TIME USERS

Step 1: Login

- Go to the Texas State University's Digital Collections Repository website, https://digital.library.txstate.edu, and click **Login**.



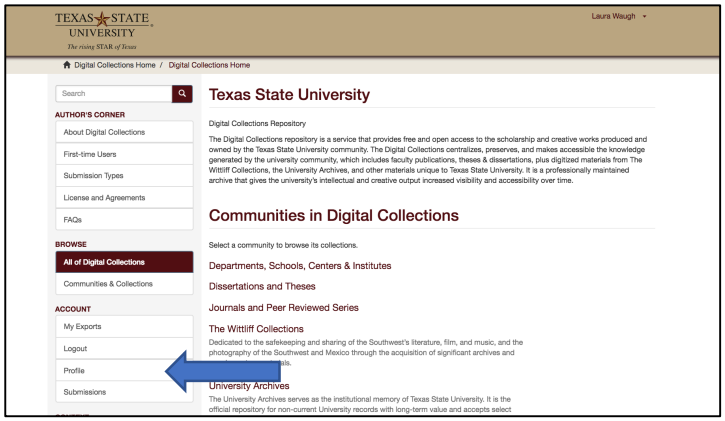
- Enter your NetID and Password (do not use the @txstate.edu).



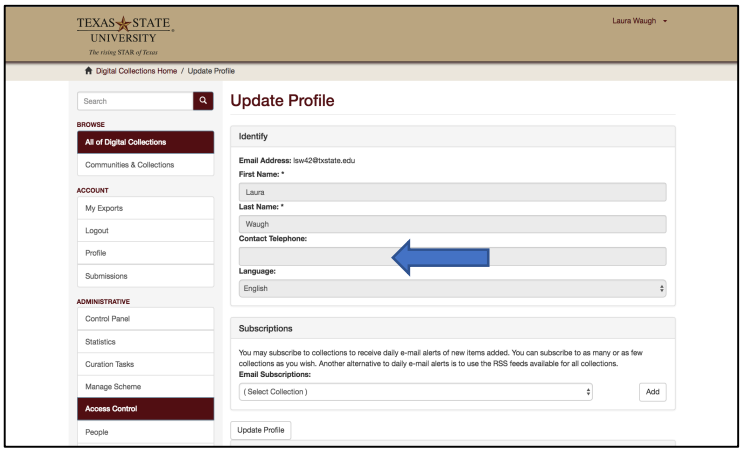
- Complete the NetID Two-factor authentication.

Step 2: Profile and Statistics

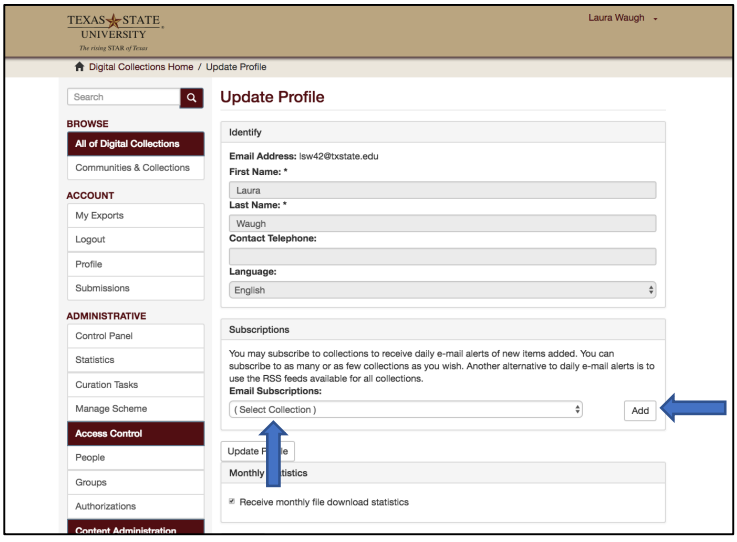
- Click on **Profile** under Account to access your user settings.



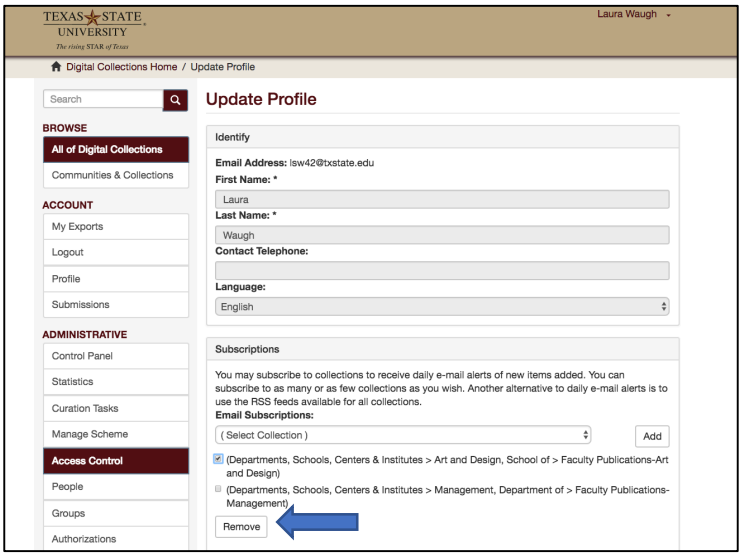
- Your name and official Texas State email address are already in your profile. You may add a contact phone number (optional).



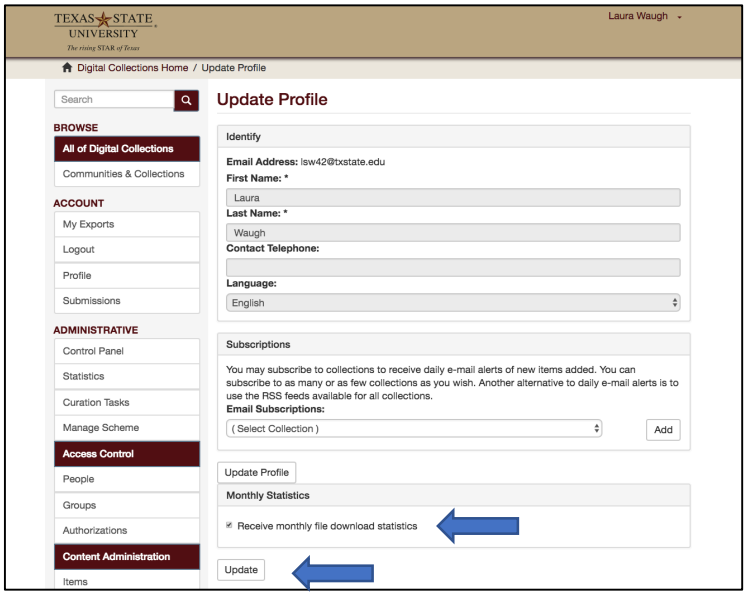
- You may indicate if you would like to be alerted when new materials are added to any of our collections.
- Under **Subscriptions**, use the drop-down menu to select the collection(s) and click **Add** for each one you would like to subscribe to.



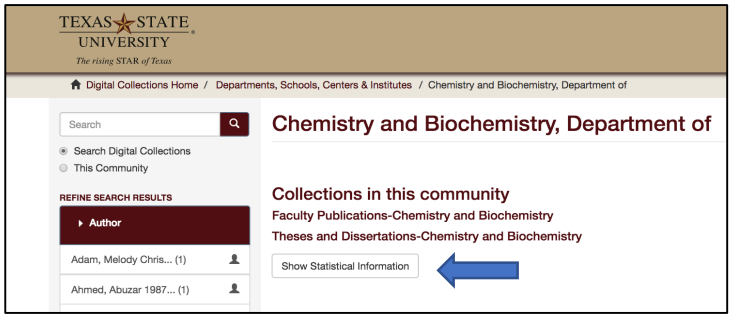
- At any time, you may remove your subscription to any of the collections that you selected. Click on the box to the left of the collection(s) that you would like to unsubscribe to and then click **Remove**.



- To receive statistics (notifications when someone downloads or views your item(s), please indicate so in your profile.
- Under **Monthly Statistics** click on the box to the left of **Receive monthly file download statistics** to indicate that you would like to receive statistics (views and downloads) related to your item(s). You will receive these via your Texas State email account. Click **Update**.



- At any time, you can also view statistics information for individual Communities and Collections.
- Select the specific Community or Collection and click on **Show Statistical Information**.



Step 3: Submit new items

- If you are a Texas State University faculty member you are automatically authorized to submit to the faculty collection within your Department, School, Center, or Institute.
- Once you are logged in, click on **Submissions** in the left navigation, select the collection for your item, and follow the submission steps (enter information about the item, upload the file(s), and agree to the Non-Exclusive Distribution License terms).

- For specific instructions on depositing materials to the Digital Collections Repository, see our "SubmissionInstructions-Repository" document.
- If you have any questions about the Digital Collections Repository, please contact Laura Waugh, Digital Collections Librarian, at digitalcollections@txstate.edu.