

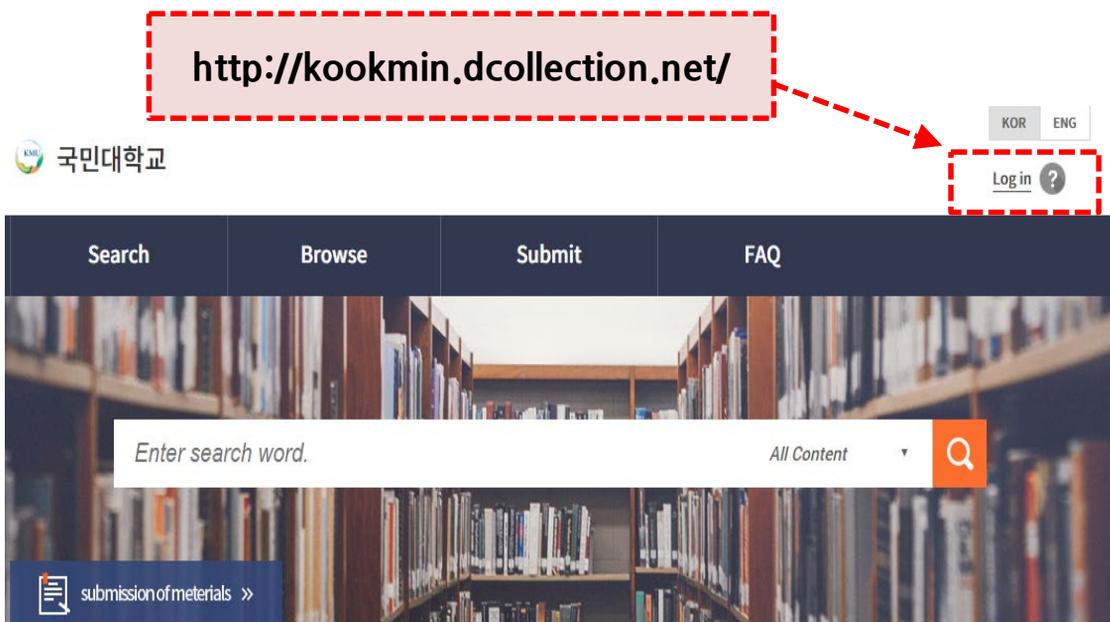
# Manual of Submitting a Thesis

0. The online course for submitting a thesis is provided on eCampus.

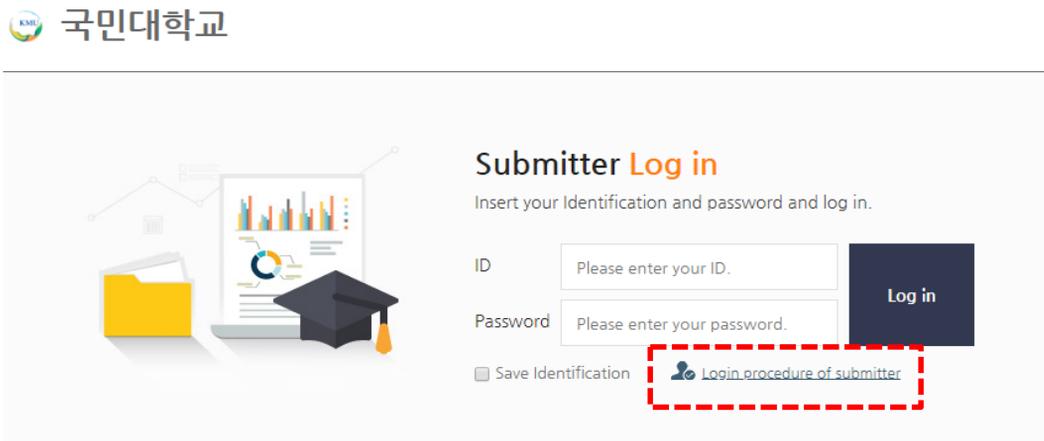
☞ URL - <http://ecampus.kookmin.ac.kr>

This online course with English subtitles will help you. Please watch this firstly.

1. Log in to the dCollection web site.



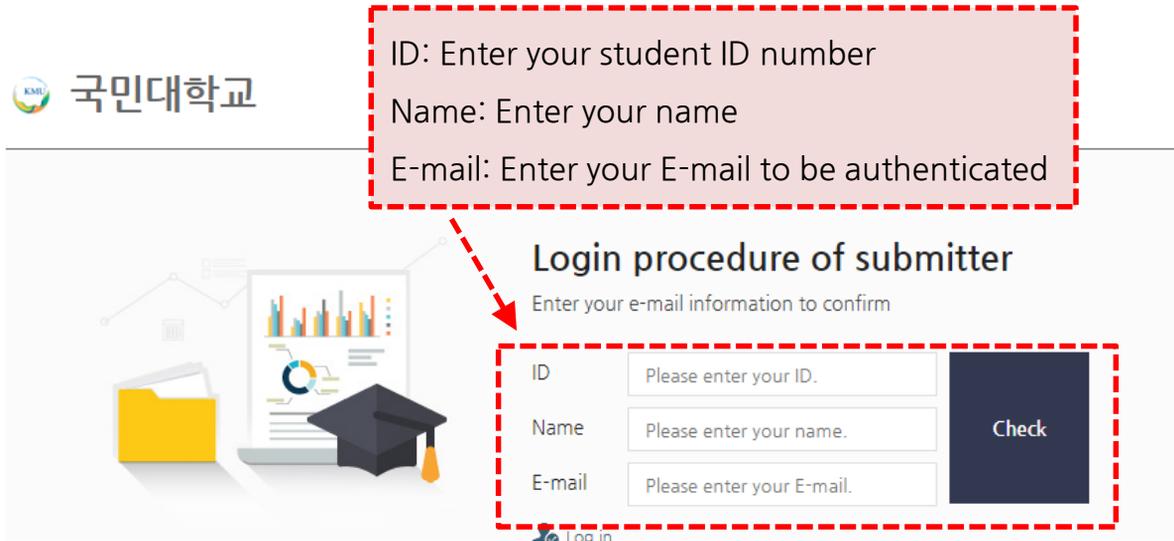
2. New users of dCollection system should click the “Login procedure of submitter” on login page, and finish submitter certification.



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3. Enter your “ID(student ID number)”, “Name”, “E-mail address”.

If you click the ‘confirm’ button, certification e-mail will be sent to your e-mail box.



**Warning!!**

**ID is not your “ON Kookmin Portal ID” but your student ID no. !**  
**ex) N2019798, W2017697**

4. If you click the link in your received certification e-mail, it goes to the submitter’s password set-up page.

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본 메일은 발신전용으로 발신주소로의 문의가 불가하오니 문의사항은 각 대학 도서관 담당자에게 문의하시기 바랍니다.

5. If you have entered your password to use on dCollection system and clicked 'confirm' button, certification process is done.  
 (10 to 16 digits in English, numbers and special character combinations)

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Password Set-up

6. Input all bibliographic information of your dissertation and upload its computer files.  
 (Please refer to the dCollection Online Manual of Submission)

🏠 > Submit Object

Submission guide

In order to submit a thesis, a submitter authentication process is required. ₩nUsers who have obtained certification can submit their thesis papers to the "Collection" specified by administrator.



Steps for Submission

