



Instructions for creating a CMT account and submitting a paper

Creating a CMT account

1. Go to the **CapstoneConf2010** 's CMT Site: <https://cmt.research.microsoft.com/CAPS2010/>
2. To create an account, click on “**sign up**” button.

A screenshot of the "CapstoneConf2010 Login" form. It has a blue header with the text "CapstoneConf2010 Login". Below the header are two input fields: "Email:" and "Password:". To the right of the "Password:" field is a "Login" button. Below the "Email:" field are two links: "Reset your password" and "Login Help". Below the "Password:" field is a "Sign up" button, which is pointed to by a black arrow from the right. At the bottom left of the form is the text "New Users? Sign up here".

3. The following page welcomes you to Sign Up Wizard. To continue, click the “**next**” button, which is located on the lower right corner of screen.
4. Read “**Author's EULA - End User License Agreement**” and click “**yes**” to agree to the Author’s statement.
5. Next you will have to enter a code that is displayed on the screen.

A screenshot of a CAPTCHA verification step. At the top, it says "Please enter the code displayed in the Image" in blue text. Below this is a rectangular image containing a noisy background with the letters "VLKGDC" in a light grey font. Below the image is an empty text input field. A black arrow points from the text "Enter code here" to the input field.

6. The next page will require you to fill in the Contact Information. For the “**organization**” box, enter your “**institution or company.**”

A screenshot of a contact information form. It has three input fields: "Last Name:", "Organization:", and "Phone Number:". To the right of each field is a red asterisk followed by the word "Required". A black arrow points from the text "Enter your institution or organization" below to the "Organization:" input field.

Enter your institution or organization

7. Click on the “**Next**” button to complete your CMT sign up. You have now successfully signed up to use CMT. You will be brought to your CMT homepage when you click on the “**Finish**” button.



Submitting a paper

1. Once logged into Microsoft CMT, click on the “ **Create a New Paper Submission**” to start the process of submitting your paper, panel, or short course proposal.



2. Enter the **Title** and **Abstract** of your. The **title** is not to exceed 256 characters and the **abstract** is not to exceed 2000 characters.

Title and Abstract

Title : (256 characters maximum)

Abstract : (2000 characters maximum)

3. In the “**Authors**” section, enter the author of the paper. If there is more than one author, click on the “**add author**” button and enter their e-mail address and click “**ok.**”

Add Author :

Email:

- In the “**Subject Areas**” section, indicate the topic of your paper, or indicate if it is a panel or short course proposal. For papers, select the primary sub-topic with the dot and the secondary topic, if appropriate, with a check mark.



- Click the “**Browse**” button to select the paper that needs to be uploaded. Once selected, click the “**Upload**” button.

- The paper will upload successfully if you see this on your screen: “**Uploaded:**” followed by the name of your paper.

Uploaded:  [test_upload.doc](#) (22,016 bytes) 

Name of document should appear here.

- To submit the paper, click on the “**submit**” button located on the lower left corner of the screen.

 [test_upload.doc](#) (22,016 bytes) 

- The next page will show you a summary of the paper submission.
- To go to your homepage click on “**Back to Author Console,**” located on the top left corner of the screen.

10. From the homepage, you can edit your submitted paper, view your paper, and look at reviews of your paper.

Microsoft Research [CapstoneConf2010](#) National Capstone Conference 2010 June 7-9, 2010 Boulder Colorado [Logout](#) | [Change Pass](#)

Select Your Role: [Author](#) [Message](#)

Author Console

Manage Submissions | [Create a new Paper Submission](#) | [View Conference Status](#)

| Paper ID Title | Last Modified Time | Paper Decision |
|---|---|---|
| Paper ID: 21 X Copy Edit Email Test run Quick Edit: Paper Details | <i>Last Modified:</i> 10/15/2009 7:16:18 AM Manage Submission File test upload.doc (22,016 bytes uploaded on 10/15/2009 7:16:18 AM) | Awaiting Decision Reviews |

The **edit** feature allows you to make changes to your submitted paper.

This is where your paper is located. The file can be opened for viewing.

The reviews of your paper are located here.