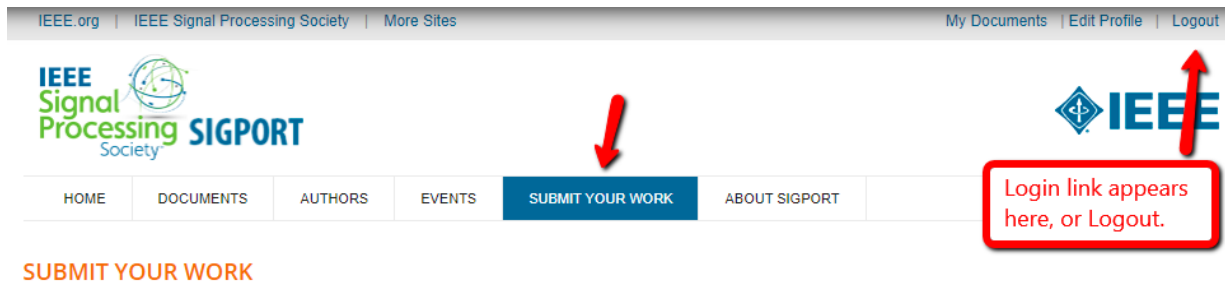# SigPort System Document Upload Instructions

Instructions on uploading documents and videos to sigport.org

Detailed Instructions on Uploading Documents/Videos to sigport.org System

Signal Processing Repository (SigPort, sigport.org) is an online repository of manuscripts, reports, technical white papers, theses, and supporting materials such as videos. Created and supported by the IEEE Signal Processing Society (SPS), SigPort collects technical material of interest to the broad signal processing community. It hosts material to help individuals obtain early and broad exposure of their work.

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1. Go to the SigPort website, www.sigport.org.
2. Click the "Login" link at the top right of the screen.
3. Log in to SigPort website using your IEEE web account username and password.
   If you are not an IEEE member or do not have an account, you can create a free IEEE web account at https://www.ieee.org/about/help/my-account/web-account.html.
4. After logging in, click "Submit Your Work" link at the top of page from the menu. You will see an upload form appear on your screen.

5. Upload your documents by filling out the fields on the form. The fields with a red asterisk (*) are required to be filled in.
6. Follow the document upload and checkout process for your document

Step 1: Document Upload:

Field	Description
Title: *	Enter title of your document (paper, presentation, slides, video).
Document Files:	Click "Choose File" and select document to upload. Click "Upload". You will notice the file name appear after you upload (i.e. filename.pdf). Optional: You may add a different label for your file name instead of the original uploaded file name.
Image:	You may upload an image for your document. This image will be treated as a cover for your document. It can be a

	key figure in your document or an image representing the topic/subject area of your work. Please ensure the image does not have copyright restrictions and is available to be used freely.
Video Embed:	Two options (choose only one): 1.) *Video URL*: Enter the full URL of your video presentation that exists on YouTube, Vimeo, or IEEE.tv website. 2) *Video Upload*: Upload your video file (mp4 format) in the Video Upload field. File size must be less than 100 MB. .
Document Type: *	Select the type of document you are uploading from the list.
Event:	If the document you are uploading pertains to a specific event, i.e. a conference or a workshop, etc. select it from the list.
Presenter's Name(s)	Enter the presenter's first and last name.
Paper Code:	Enter paper code (i.e. MMSP-L 1.1).
Session	Enter the session where the paper/document is assigned to of the event, if applicable. (i.e., Session 1, Session 2, etc.)
Document Year:	Enter the year in which your document was or will be presented.
Category: *	Enter the category (and subcategory if it applies) that best describes your document. You can add more than one by clicking "Add another item" button. If your document does not fit into any of these, enter it in "Other Categories" field.
Abstract:	Enter the abstract, short description, for your document.
Authors: *	Enter authors who are in the SigPort system one at a time. Add more than one, by clicking "Add another item". For all other authors, you may add them in the "Author List" field.
Author List:	Please add author's names, in correct order and separated by comma, for purposes of citation.
Topic Cluster:	Please select the topic of your paper/document from the list. If it does not exist, please contact the SigPort admin team to add it.
Links:	Add links of related resources, including any SPS Resource Center materials, article links, or other related materials and media. Click the "Add another item" button to add additional links.

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Submit:	Click the "Submit" button to upload document to the SigPort system and review your uploaded document upon completion.

Step 2: Review

Upon clicking "Submit" button, your document is uploaded to the sigport.org system, and appears on the following screen (see sample below.) Under "Paper Details" section of the page, you will see your document appear, for users to view or download.

For questions, please contact the SigPort team.

For more information and to learn more, please visit the SigPort site "About" page and also review the Frequently Asked Questions section. Also, visit the SigPort page on the Signal Processing Society page.