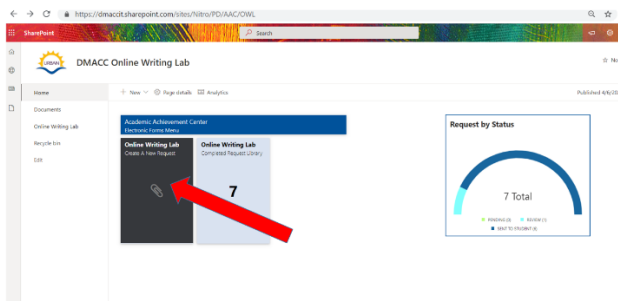


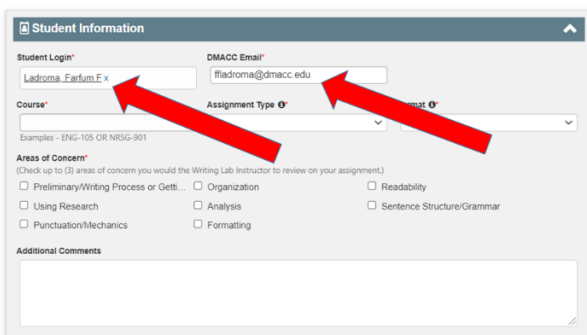
1. Access the new **DOT Online Writing Submission** via NITRO ([HERE](#)).

2. On the Writing Lab Dashboard, start your online submission by clicking on the **“Online Writing Lab—Create A New Request”** tab.



3. The **“Student Information”** page will appear. Signing into MyDMACC will auto-populate your name under **“Student Login”** and **“DMACC email.”**

Your DMACC.edu email address must be used to complete the online writing submission.

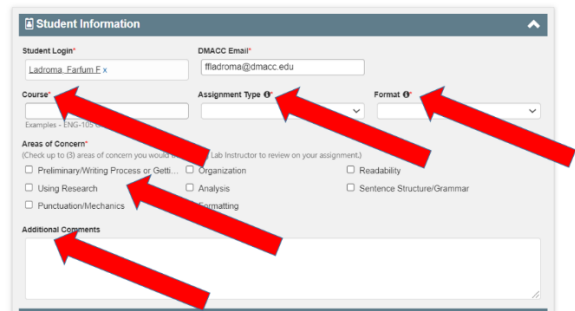


4. Continue filling out the mandatory fields on the form including your **DMACC Course** (Ex: ENG 105), **Assignment Type** (Ex: Research Paper, Essay, Analysis, etc.), and **Format** (Ex: APA, MLA, etc.).

Next, you may choose up to three (3) areas of concerns that you would like the Writing Lab Consultant to focus on your paper under **“Areas of Concern.”**

Lastly, include any specific comments or information you would like to inform the Writing Lab Consultant when reviewing your paper under **“Additional Comments.”**

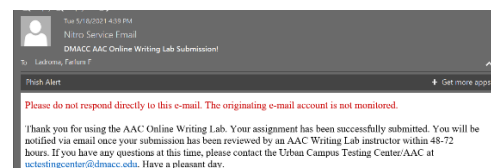
If you have any questions or need further assistance, please contact uctestingcenter@dmacc.edu



6. It is time to upload your paper in a **Microsoft WORD** format only. Continue to scroll down on your screen until you see **“Attach Student Paper.”** Click on **“Select Paper”** below the **“Student Paper”** tab. Find and select the file on your computer device and upload to the form by clicking on **“open.”**

You are also encouraged to attach a copy of the writing assignment from your instructor under the **“Attach Course Assignment/Paper Instruction”** section of the online form.

Review the entire form for any missing information. Once complete, click **“Save”** on the bottom right-hand side. You will receive a confirmation email that your paper will be reviewed within 48-72 hours.



7. Once your paper is reviewed by a Writing Consultant. You will receive another email with the original and reviewed version of the paper. The Writing Consultants comments will be found on the right-hand side of your WORD document. We encourage you to visit the [Online Writing Lab](#) if you have additional questions or would like to speak with a Writing Consultant Live online.