Deposit Guide

Deposit Guide

BEFORE you begin, please check ...
- Thesis title and abstract ready to type or copy/paste.
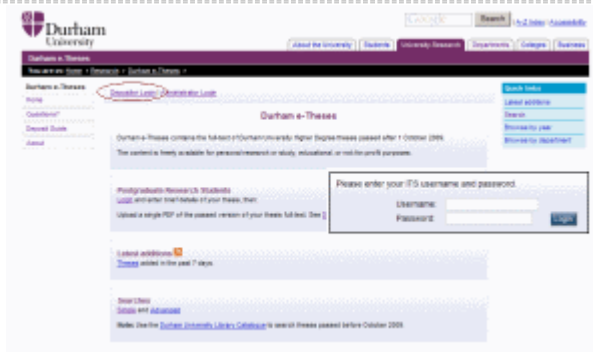- Single PDF of the **passed version** of your thesis full-text ready to upload.

THEN ...
1. Login
2. Create a new e-Thesis record
3. Enter thesis details
4. Upload single PDF of the **passed version** of your thesis full-text
5. Complete
6. Logout

The following instructions are also available in this short video.

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1. Login
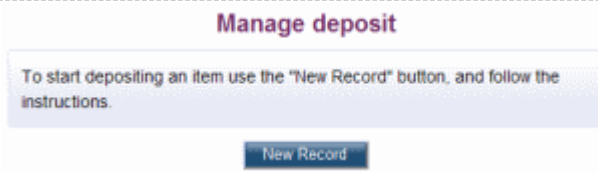- Click EITHER:

  - 'Depositor Login' link near the top of screen OR;
  - 'Login and enter brief details ...' link under the **Postgraduate Research Students** section.

- Enter your ITS username and password.

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2. Create a new e-Thesis record

- Click the '**New Record**' button.

Manage deposit

To start depositing an item use the "New Record" button, and follow the instructions.

New Record

3. Enter thesis details

⭐ Information **must** be provided.

- **Title**
- **Abstract**
- Keywords
- **Award**
- Thesis date
- Faculty and Department
- **Full-text status**
  - Choose 'Public' unless the Academic Support Office agree to impose an embargo on access to the full-text.
- Comments and Suggestions
  - Use to provide feedback on the eTheses service.

Details → Upload → Deposit

Thesis Details

⭐ Title:

⭐ Abstract:

4. Upload single PDF of the passed version of your thesis full-text

- Click the '**Upload**' tab near the top of the screen.

- ... the '**Browse**' button to locate PDF of the **passed version** of your thesis full-text.

- ... the '**Upload**' button.

NOTE: please see PDF creation guidance.

Find PDF: [   ] Browse... Upload

< Previous   Save for Later   Next >

5. Complete

- Click the '**Deposit**' tab near the top of the screen.

- Click the '**Complete**' button to finish depositing your thesis.
  You **will not** then be able to change your thesis record or the uploaded file OR;

- Click the '**Save for Later**' button.
  You **will** be able to return and change your thesis record or any uploaded file.

Please click the 'Complete' button to finish depositing your thesis.

Academic Support Office staff will verify your e-Theses record and make the full-text live.

Confirmation will be sent to your Durham University email address within the next few days.

Complete | Save for Later

6. Logout

- Click the '**Logout**' button near the top of the screen.

NOTE: Academic Support Office staff will now verify your e-Theses record and make the full-text **live**.

Confirmation will be sent to your Durham University email address in the next few days.

Logged in as John Doe | Manage deposit | Profile Logout

View Thesis: **Thesis Title**

Your thesis has been deposited.

Academic Support Office staff will verify your e-Theses record and make the full-text live.

Confirmation will be sent to your Durham University email address within the next few days.

Record | You are logged out

Thesis ID: 13
Thesis Status: Under Review
PDF:
Author: Creator Email
Doe, John sebastian.palucha@durham.ac.uk
Title: Thesis Title
Full Text Status: Public
Abstract: Thesis Abstract
Thesis Date: 2009
Institution: Durham University
Qualification Level: Doctoral
Award: Doctor of Business Administration
Document: PDF Format: PDF. Language: English. Visible to: Anyone.

Academic Support Office