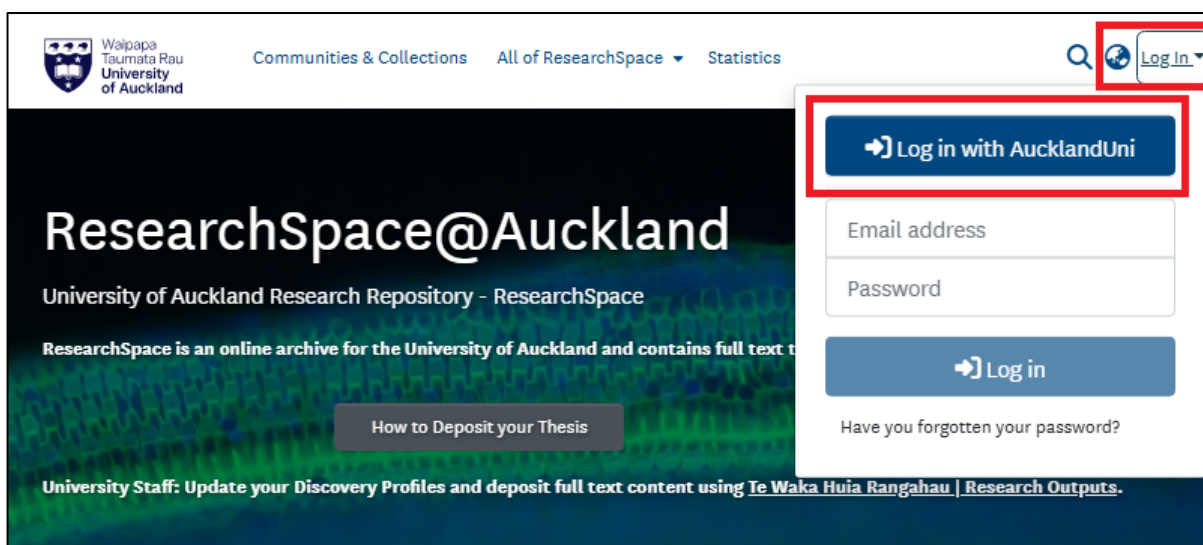


# ResearchSpace thesis deposit form instructions

## Access MyResearchSpace

1. Go to [ResearchSpace](#)
2. Click "Log in" at the top right
3. Select "Log in with AucklandUni" and then log in with your SSO (single sign-on)  
If you get an "Access Restricted" message, email [ResearchSpace](#)
4. Read and agree to the end user agreement



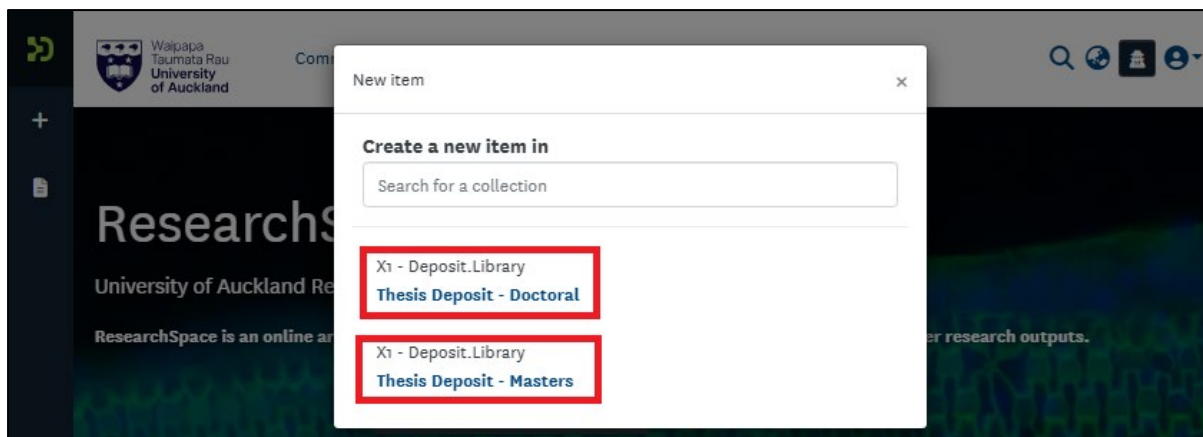
## Create a new deposit

Once logged in:

1. Click the + in the menu on the left sidebar.  
If you do not see a + in the menu after logging in, try logging in with a different browser or using a private/incognito tab. If that doesn't work, email [ResearchSpace](#)
2. Select "New"
3. Select "Item"



4. From the dropdown, select either:
  1. Thesis Deposit – Doctoral
  2. Thesis Deposit – Masters



### **Confirm your thesis is ready to deposit**

The first question asks if your thesis is ready to deposit. If so, select "Yes" from the drop-down.

### **Author**

Enter your last name(s), followed by a comma, then your first name(s).

### **Email address**

This email address will be used for future queries about your thesis; please provide one you will continue to monitor after completing your qualification.

The email confirming your deposit will still be sent to your University email address.

### **University ID**

Enter your ID number on the bottom left of your UoA ID card.

### **Faculty**

Select your faculty from the drop down menu.

### **Supervisor(s)**

Add your supervisor's name with last name(s), followed by a comma, then first name(s).

Additional supervisors can be added by clicking "+ Add More".

### **Year**

Select the year that appears on your thesis title page. This indicates the year of completion.

## **Degree details**

Select your degree name from the dropdown box, and then select the discipline it is in the field below.

## **Title and abstract**

Enter your thesis title and abstract.

Please note that the system only allows for plain text, meaning complex symbols or equations may not appear as intended.

## **Fields of research subject (optional)**

ANZSRC Fields of Research Classifications are a standardised research classification specifically for NZ and Australian research.

Start typing in the box to select a subject. Try broader terms, for example, instead of 'kauri', use 'plant'. Please note that subjects in te reo Māori will not appear in the dropdown if you don't use tohutō/macrons. Alternatively, browse the [full list of ANZSRC subjects](#). You can press enter to select any further classifications.

## **Subject keywords (optional)**

Enter any keywords or short phrases relevant to your thesis research. Press enter after each keyword or phrase to add additional keywords.

## **Embargo**

See more about thesis [embargoes](#).

## **Māori and Pacific identification**

If you identify as Māori and/or Pacific, please indicate this and confirm whether your thesis should be included in the University of Auckland Māori and Pacific Thesis Archive. If yes, we may contact you for more information.

## **Upload files**

Drag and drop or use the file selector to add your thesis and any supplementary materials.

If your file(s) are too large, email [ResearchSpace](#).

## **Deposit licence**

Read and confirm the [deposit licence](#).

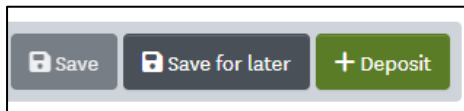
## **Creative Commons**

Choosing a Creative Commons licence allows you to determine how others can reuse your digital thesis.

More information can be found on the deposit page to assist you with your choice of license.

## Submit your application

After filling in the compulsory fields and adding your file(s), click the green deposit button to submit the form.



You will not be able to modify your deposit after depositing. Use the "Save for later" to save your progress without submitting.

Please do not deposit your thesis more than once. If you wish to make changes after depositing, email [ResearchSpace](mailto:ResearchSpace@Auckland.ac.nz).

## Save your deposit and come back to it later

At any point, you can use the "Save for later" button to save your progress and navigate away from the deposit form.

To return and continue editing the deposit form:

1. In ResearchSpace, log in with your SSO (single sign-on).
2. Click the profile circle, top right, and select MyResearchSpace. This opens the "Your submissions" page.
3. Navigate to your in-progress form and select edit.

