

Instruction Sheet (Mandatory Thesis Deposit Process– PhD, Masters Research & Doctorate)

NOTE: Tool tips are provided in all fields. To view these, hover your mouse over each data entry field.

- Open the Mandatory Thesis Deposit Process webpage at <http://www.lib.unimelb.edu.au/eprints/thesis/>
- Select the ‘Open Access’ or ‘Citation and Metadata Record Only’ of the single or multiple file deposit, whichever applies to your deposit.
- Login with your UniMelb email login and password.
- On the deposit form, all the fields marked with an asterisk(*) are mandatory.
- Email for future communications is a request for another personal email address in the event that a user needs to request further information several years from now.
- If you are restricting access, select the appropriate access condition.
- Go to next page – ‘*Assertion of Copyright*’. After reviewing the terms and conditions, click to accept the terms. Acceptance is required to continue inputting.
- Upload your file/s by clicking ‘*Browse*’ to open your file directory. Select the file required. Add the title of the thesis into the field below.
- The ‘*Brief Information and Confirmation*’ screen will display. Check that all the relevant details have been filled in and that the correct file/s have been uploaded. If changes need to be made, go ‘*Back*’. If everything is done to your satisfaction, click ‘*Submit*’.
- You will receive an email confirming your submission.
- Contact digital-thesis@unimelb.edu.au if you have any queries.