

Quick Guide:

Deposit a Masters Digital Thesis Online

Step	Instructions
Prerequisites	Be about to present your final approved print copy to your Faculty Student Centre.
1.	Convert the digital copy of your thesis to PDF format
2.	Go to the University Research Repository Masters Thesis Collection website https://researchspace.auckland.ac.nz/handle/2292/2303 and click on – MASTERS THESIS DEPOSIT or directly to https://deposit.library.auckland.ac.nz/masters/
3.	Login with your University Username and Password
4.	Upload your files
5.	Select access and permissions options
6.	Verify all details are correct, and accept conditions
7.	What happens next? You will receive an email acknowledging your deposit. Bring a copy of the email with you when you deposit your final approved print copy with your Faculty Student Centre. Your digital files will not be available online immediately; processing time is 4 – 6 weeks. A Permanent URL is allocated to your work, but the default access option is access for authenticated University members only . If you have obtained permission for open access from your supervisor or HOD, you can distribute this URL to colleagues and create online links in web pages.

Questions

For more information, see [FAQs](#) (Frequently Asked Questions).

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