

Quick Guide:

Deposit a Doctoral Digital Thesis Online

Step	Instructions
Prerequisites	For in depth and more detailed instructions see: PhD Thesis Deposit (8 Pages)
1.	Convert the digital copy of your thesis to PDF format.
2.	Go to the University Research Repository Doctoral Collection website https://researchspace.auckland.ac.nz/handle/2292/2 and click on – DOCTORAL THESIS DEPOSIT or directly to https://deposit.library.auckland.ac.nz/phd/
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? The Graduate Centre can see that you have submitted online. When your thesis is deposited you receive a confirmation email but the thesis will not be available online immediately, processing time is 4-6 weeks. Library staff will email you when it becomes available online with a permanent URL and you can distribute the URL to your colleagues or others wanting a copy of your work.

Questions

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

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