



# **HOW TO UPLOAD THESIS INTO UNIMAS INSTITUTIONAL REPOSITORY**

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## STEP 1

- Log on to [www.library.unimas.my](http://www.library.unimas.my)
- Click on UNIMAS IR link



## STEP 2

- Click 'Login' to log in to the Institutional Repository (IR) platform



## STEP 3

- Enter your ID & Password in the box provided using single ID



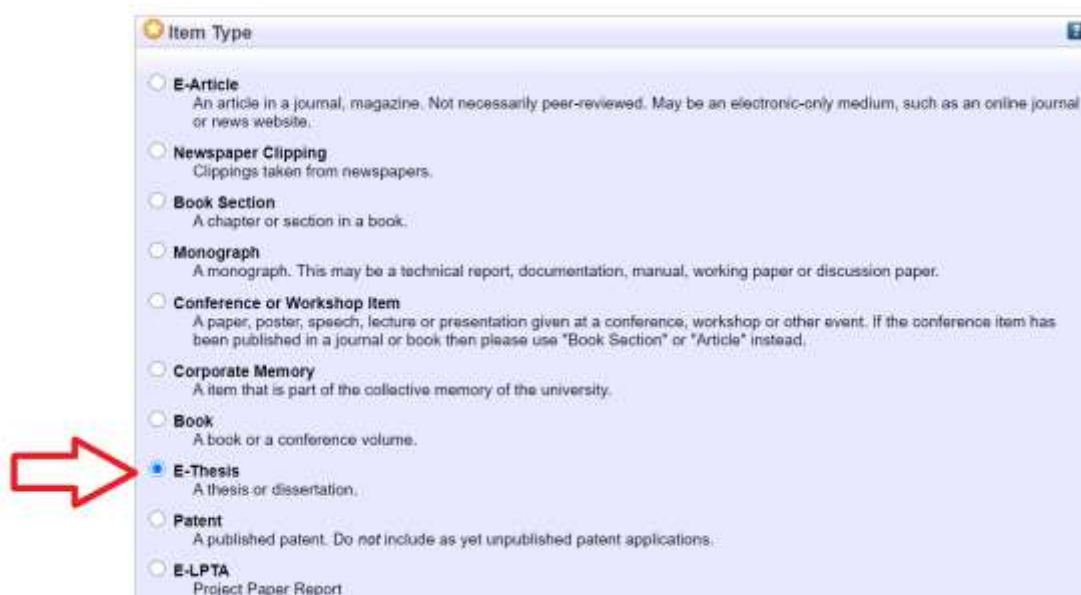
## STEP 4

- Click on 'New Item' button to upload the thesis



## STEP 5

- For 'Item Type' select E-Thesis and click next button



## STEP 6

- **Fill in the declaration form by choosing one of the following:**

- CONFIDENTIAL (Contains confidential information under the Official Secret Act 1972)\*
- RESTRICTED (Contains restricted information as specified by the organisation where research was done)\*
- OPEN ACCESS
- NOT APPLICABLE (for different types of document)

- **Choose file to upload document and click Next Button**

**Project/Thesis Declaration**

I declare this Project/Thesis is classified as (please choose):

- CONFIDENTIAL (Contains confidential information under the Official Secret Act 1972)\*
- RESTRICTED (Contains restricted information as specified by the organisation where research was done)\*
- OPEN ACCESS
- NOT APPLICABLE (for different types of document)

**Add a new document**

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive.

File From URL YouTube Google Docs

Choose File No file chosen

< Previous Save and Return Cancel Next >

## STEP 7

- **Enter the information related to the material into the metadata element fields then press 'Next' Button to proceed**

< Previous Save and Return Cancel Next >

**Title**

Abstract

**Creators**

	Family Name	Given Name / Initials	Email
1.			
2.			
3.			
4.			

More input rows

**Corporate Creators**

	Name	Email
1.		
2.		
3.		

More input rows

**Divisions**

- Academic Faculties, Institutes and Centres: Centre for Academic Information Services
- Academic Faculties, Institutes and Centres: Centre for Applied Learning & Multimedia
- Academic Faculties, Institutes and Centres: Centre for Graduate Studies
- Academic Faculties, Institutes and Centres: Centre for ICT Services
- Academic Faculties, Institutes and Centres: Centre for Language Studies
- Academic Faculties, Institutes and Centres: Centre for Pre-University Studies
- Academic Faculties, Institutes and Centres: Centre for Technology Transfer and Consultancy
- Academic Faculties, Institutes and Centres: Corporate Planning and Communications Division ( Chancellory )
- Academic Faculties, Institutes and Centres: Faculty of Applied and Creative Arts
- Academic Faculties, Institutes and Centres: Faculty of Cognitive Science and Human Development

**Publication Details**

**Status:**  Published  In Press  Submitted  Unpublished

**Date:** Year:  Month: Unspecified Day: ?

**Date Type:**  Publication  Submission  Completion

**Official URL:**

**Institution:**

**Department:**

**Number of Pages:**

**Related URLs:**  URL Type: UNSPECIFIED

**Funders:** 1.

**Projects:** 1.

**Contact Email Address**

**References**

**Uncontrolled Keywords**

**Additional Information**

**Comments and Suggestions**

< Previous Save and Return Cancel Next >

## STEP 8

- Select the appropriate subjects related. Subject selected may be more than one and click 'Next' to proceed

**Subjects**

Search for subject:  Search Clear

- A General Works
- B Philosophy, Psychology, Religion
- C Auxiliary Sciences of History
- D History General and Old World
- E History America
- F History United States, Canada, Latin America
- G Geography, Anthropology, Recreation
- H Social Sciences
- J Political Science
- K Law
- L Education
- M Music and Books on Music
- N Fine Arts
- P Language and Literature
- Q Science
- R Medicine
- S Agriculture
- T Technology
- U Military Science
- V Naval Science
- Z Bibliography, Library Science, Information Resources

< Previous Save and Return Cancel Next >

## STEP 9

- Finally, click on 'Deposit Item Now' to deposit item into UNIMAS IR



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