SUNY Digital Repository Basics

How to: Create an Account

This video will walk you through how to create an account for the SUNY Digital Repository.

The SUNY Digital Repository is located at dspace.sunyconnect.suny.edu

Go to the SUNY Digital Repository homepage. On the upper right of the screen you will see a link that says “Login”.

Click the link, which then takes you to the login screen. Once you have created your account, this is where you will access it. But for now, look underneath the login box to find the “Register new user” section. Follow the link that says “Click here to register”.

On the next screen, simply enter your Maritime email address and hit the button that says “Register”. Within a few minutes you should receive an email from the system with a link to finish the registration process.

Clicking the link in the confirmation email will bring you to the “Create Profile” screen. Fill out the information and hit the [“Submit”] button.

You have finished creating your account but there is one final step to the process if you wish to upload your work to the repository. The final step is very simple. Send an email to the Maritime Repository Collection Administrator, Rebecca Hyams at [rhyams@sunymaritime.edu](mailto:rhyams@sunymaritime.edu) to let her know you have created an account. She will then give you the ability in the system to upload files to our Faculty Publications collection.

Once you have created an account and have been granted access to upload your files, you are ready for the next step. For instructions on how to upload your files, please see the next video in this series: *uploading your files*.

This video will walk you through uploading your work to the SUNY Digital Repository.

To be able to upload your files you must first create an account. For instructions on creating an account, please watch the previous video in this series: *creating an account*.

Go to the SUNY Digital Repository Homepage, located at dspace.sunyconnect.suny.edu and click on the link at the top that says Login.

Fill in your Maritime email address and Repository password and hit Sign In.

You now need to navigate to our Faculty Publications Collection. Find SUNY Maritime College on the list of “Communities”. Then click the link that says “Stephen B. Luce Library” and lastly the link for the “Faculty Publications” Collection.

Now you can click the button that says “Submit a new item to this collection”.

The first form is for the basic information about the document you are uploading. There are a lot of fields (many of them optional), but they are to help make it easier for researchers to locate your work.

Fill in the author information (additional authors may be added using the “Add” button at the end of the line), main title, any alternate titles, the date of issue, publisher of the finished work, standard citation, Series/report number if applicable, any associated identifiers like URI or ISSN, the type of document (article, book chapter, report, etc.) and the language. Then hit “Next”.

There is more information to fill out on this next form. You can add keywords and subject terms, an abstract, sponsor information, and any other descriptions or comments. Once you’ve filled out this form, hit “next”.

Now it is time to upload your files. Hit the browse button to navigate to the location of your file and hit “Open”. If you like, you may add a brief description of the file, which is helpful if you have multiple files to upload. If you have additional files, you can hit the “Upload file and add another” button”. Otherwise, you can hit “Next”.

This is the review screen. Here you can look over the information you provided on the previous forms. To make corrections, hit the “Correct one of these” button under the section you wish to edit. Once you are satisfied with your data, hit “Next”.

Now you can select the type of Creative Commons license applicable to your work. More information on the types of Creative Commons licenses can be found in our Faculty Scholarship Guide. In most cases we recommend selecting the Creative Commons option, but publisher agreements may require you select the “No Creative Commons License” option. Hit “next” again”.

This is the distribution license. Please read the agreement, which gives SUNY the right to distribute, backup, and preserve your work through this platform. If you agree, check the box and hit “Complete submission”.

Once you have submitted your document it will enter the review process. The collection administrator will look over the entry and you will then receive an email saying your submission has joined the collection.