GUIDE FOR SELF UPLOAD IN REPOSITORY ITS
REGISTER ACCOUNT FOR SELF UPLOAD IN REPOSITORY ITS
Open repository.its.ac.id, choose menu “Daftar Akun Repository Upload Mandiri”, or open https://s.id/bebaspustaka

Scan for register

SELF UPLOAD
upload your file final project to repository.its.ac.id. for complete guide, please see on next slide
use PDF format to upload final project, and consist of the whole content as seems on printed Final project (from cover until enclosure/the last page of final project). Scan file approval sheet that been signed by theses advisor and stamp by each department.

File Name Format:
Student Number-type of final project

Example:
- 1123415624-Non_Degree
- 1123415624-Undergraduate_Theses
- 1123415624-Master_Thesis
- 1123415624-Dissertation
1. Go to repository.its.ac.id
2. Login
   a. Username NRP*
   b. Password NRP*
3. Choose “Manage deposit”

*NRP : Student Registration Number
MANAGE DEPOSIT

Manage upload file and complete the information of final project
Manage deposit, next to New Item, Choose Item Type, and click thesis.

then click next
UPLOAD FILE
Browse, choose file of final project, then upload continue with click “next” to fill the metadata of final project
DETAILS
- Title
- Abstract

**Title**, contain Title of Final Project in Indonesia (use sentence letter format, as the example)

**Abstract**, Abstract in Indonesia and English. Give split sign “========” between Indonesia Abstract and English Abstract
- Thesis Type
- Thesis Name

“Thesis Type” fill in accordance with types of Final Project: Diploma (D3), Undergraduate Theses (S1) (S2), Masters, and Doctoral degrees (S3) etc.

The name appropriate rechargeable thesis title or if it is not listed on the form may choose Other.
Fill **Creator** with the name of the author of the Final Project. Put the last name on the **Family Name**. The front name and middle name of author Name on a **Given name**. Author with just one word just fill in the **Given name**, Family name on stuffed with "." For more than one Creator, fill the next row.

Fill an active email address on the email coloumn.
- Contributors
- Divisions

**Contributors**, select Thesis Advisor and then enter the name of the supervising Lecturer, writing format is equal to the writing of the names of the creators.

**Fill Divisions and departments** with divisions and departments of Final Project.
Publication details, go to the Status field and select Unpublished.

Date filled year and month of the graduation period (see an approval sheets). The date can be cleared when there is no date.

Date Type, select "Completion".

Institution, filled "Institut Teknologi Sepuluh Nopember".

Department, filled with the name of Department of final report.

Number of Page, filled with the total number of final report pages.
- Contact email
- References
- Uncontrolled keywords

Contact Email, filled the active email.
References, filled with bibliography of final report.
Uncontrolled Keywords, filled with keywords in an abstract page
click "Next" to go to the subjects field
- Subjects

Select one or more subject that represents the content or subject of the final report by clicking Add.
Make sure that the subject has been loaded then click Next
DEPOSIT
Deposit, final step of self upload process
- Deposit

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant ITS Repository the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that ITS Repository does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at ITS Repository is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

Deposit Item Now
Verify the final project file at Processing Room 1st floor.
Thank you. Questions regarding “Free library certificate” please contact our librarian.

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