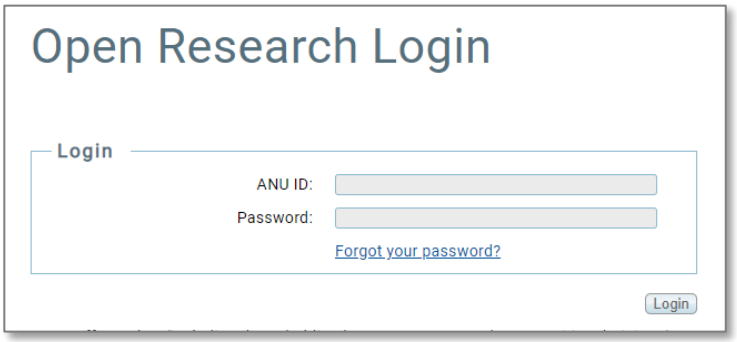
Submitting an item to the ANU COVID-19 Digital Archive

RESPONSIBLE AREA: University Librarian, ANU Library
CONTACT: repository.admin@anu.edu.au
UPDATED: 28/09/2020

Step 1: login

Login to ANU Open Research https://openresearch-repository.anu.edu.au/password-login using your ANU ID and Password.



Step 2: start a new submission

Select the **Start a New Submission** button.

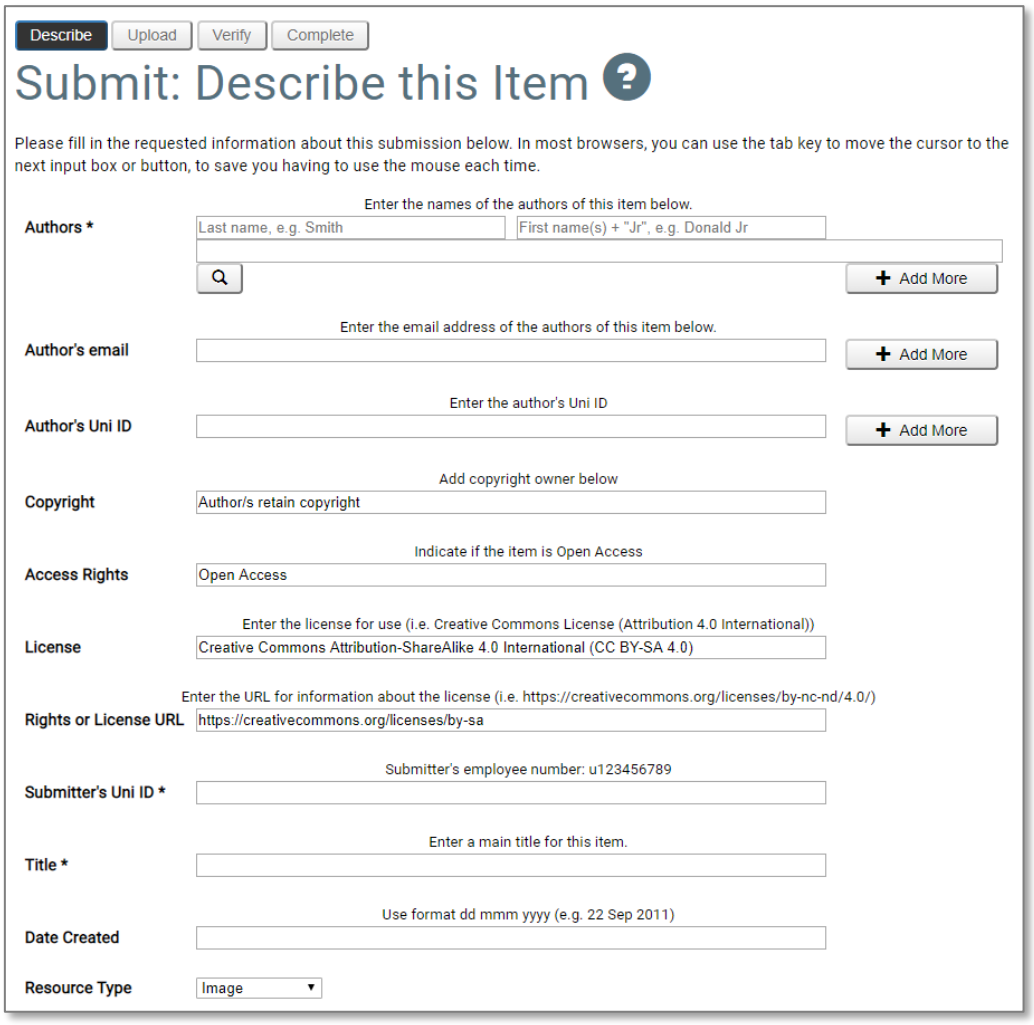
Step 3: enter an identifier

The **New submission: get data from bibliographic external service** screen appears.

- Use the drop-down box to select the **ANU COVID-19 community contributed digital archive** collection, then select the **Manual submission** button.

Step 4: description details

- Fill in as many details as possible on the submission form.
- Use the **Next >** button at the bottom of each page to continue.



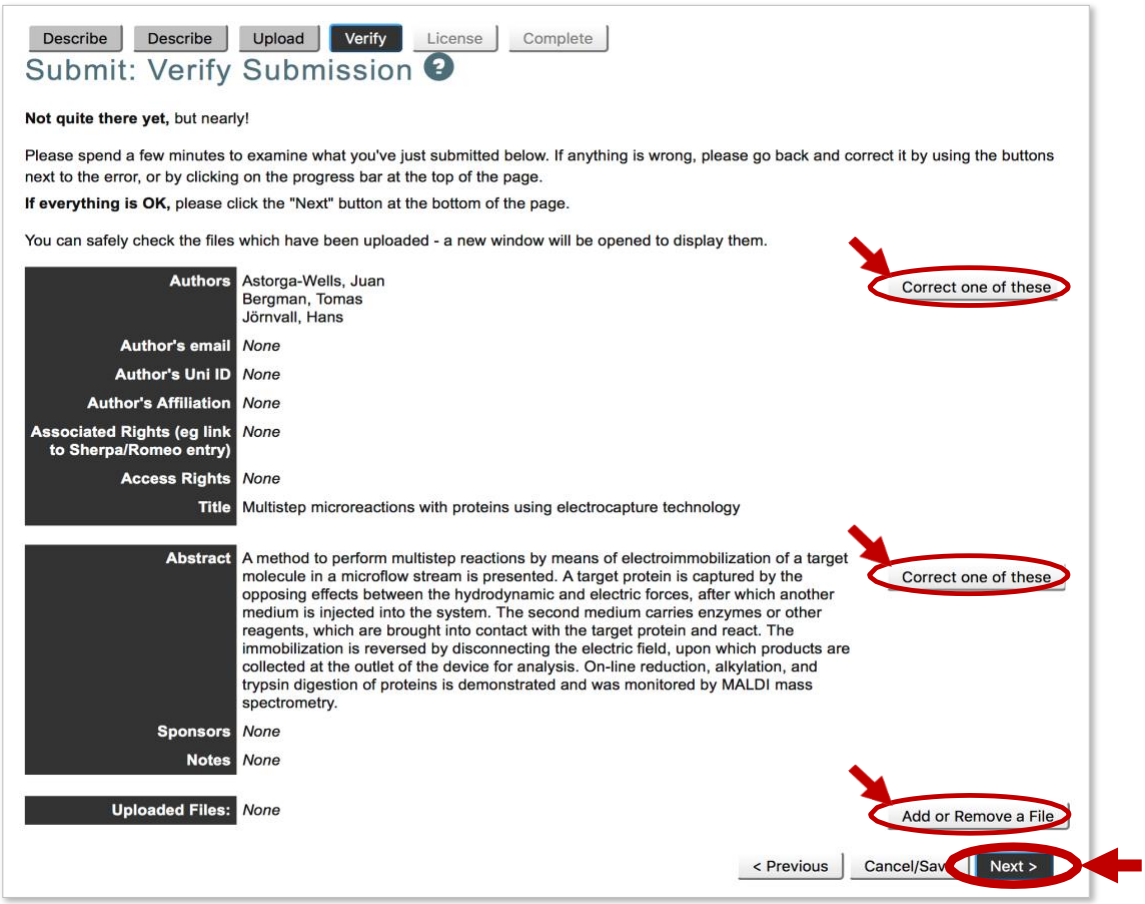
Step 5: file upload

- If you have a file to upload with your submission, select **Select a file**. Then select the **Next >** button.
- If there is no file to upload, click the **Skip file upload >** button.

Step 6: verification

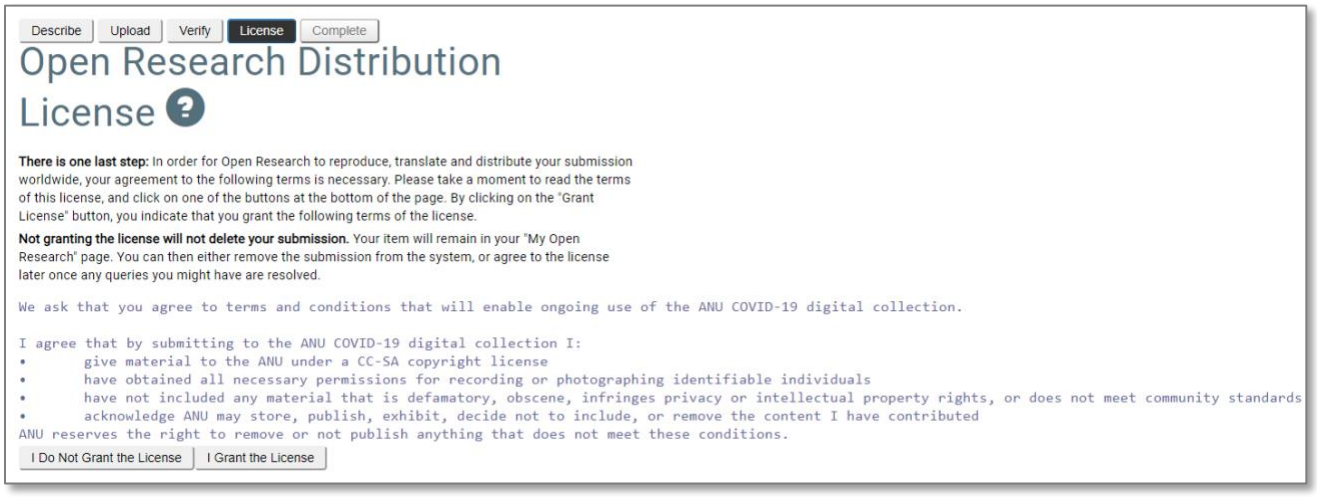
The **Verify Submission** screen appears.

- If you are not satisfied with your submission, select the relevant **Correct one of these** button to update or enter new information.
- If you are satisfied with your submission, click the **Next >** button.



Step 7: license

The **Open Research Distribution License** screen appears. If you are satisfied with your submission, you will be asked to grant a license to allow the ANU Open Research repository to display your work. To grant a license, select the **I grant the license** button.



Your submission is complete!
Thank you for submitting your publication to the ANU Open Research repository.

If you require any assistance with item submission, contact the repository team on +61 2 612 59729 (x59729) or repository.admin@anu.edu.au