

Quick Guide: Deposit a masters digital thesis online

| Step | Instructions |
|----------------------|--|
| Prerequisites | Your thesis has been examined and any required post-examination changes have been made. |
| 1. | Convert the digital copy of your thesis to PDF format. |
| 2. | Go to the University Research Repository Masters Thesis Collection website https://researchspace.auckland.ac.nz/handle/2292/2303 and click on – MASTERS THESIS DEPOSIT or directly to https://deposit.library.auckland.ac.nz/masters/ |
| 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? You will receive an email acknowledging your deposit. Forward this email to your Faculty Student Centre as proof of deposit. Your digital files will not be available online immediately; the processing time is four to eight weeks. A Permanent URL for your thesis will be emailed to you. You can distribute this URL to colleagues and create online links in web pages. |

Questions

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

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