

Quick guide: Deposit a doctoral digital thesis online

(See also the [in-depth Guide](#))

Step	Instructions
Prerequisites	You have successfully completed your oral examination and any required post-examination changes have been made to your thesis.
1.	Convert the digital copy of your thesis to PDF format.
2.	Go to the University Research Repository Doctoral Thesis Collection website https://researchspace.auckland.ac.nz/handle/2292/2 and click on – DOCTORAL THESIS DEPOSIT or directly to https://deposit.library.auckland.ac.nz/phd/
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? The Graduate Centre can see that you have submitted online. You will receive an email acknowledging your deposit but 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](#).

Contact Details

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