UNM's Digital Repository: Logging In and Submitting Work

Amy Winter, Program Specialist

Digital Initiatives and Scholarly Communication

UNM UNIVERSITY LIBRARIES   Questions? Contact disc@unm.edu   2

Video Transcript

Hello! In this video you'll learn about logging in to UNM's Digital Repository, and how to submit your work for inclusion.

The web address for UNM's Digital Repository is digitalrepository.unm.edu.

When you click the "Submit Research" link in the sidebar of the home page, you'll see a list of all the sections in the repository. If you are not sure which section is the best home for your work, please contact disc@unm.edu for assistance.

When you click on a section name, you will be prompted to log in.

If you have a UNM NetID, log in by clicking the red button.

If you'd like to set up a repository account using a different email address -- for example, your UNM HSC or School of Law email address -- use the "Create new account" option. This option will require you to click a link in a confirmation email. Your account will not be fully functional until you have confirmed it. Once you've set up the account with your alternate email, you can use the login fields below the red button to log in.

Once you are logged in, if the section you selected is not open for submissions, you'll see a form enabling you to contact DISC, and we will work with you to accept your submission.

Otherwise, you'll see the Submission Agreement for the section you selected. Please read the agreement carefully and be sure you can abide by its terms. You can screenshot or print the agreement for your records.

When you accept the Agreement, you'll be taken to the submission form. Please fill it out as completely as you can, following any instructions provided. Complete and accurate information helps interested parties find your research. Fields flagged in red are required.

The form assumes that you are the author of the work you are submitting. If you are submitting someone else's work, be sure to remove your name as an author, by clicking this icon.

If you need to add additional authors, click the green plus sign.

If the author is an organization and not a person, click the "Corporate" checkbox, and add the organization name.

The disciplines field allows you to include your work in the Disciplines Commons, a showcase of work from all Digital Commons repositories. It is best practice to choose the two or three disciplines most relevant to your entry.

Click the "Upload" button to attach your document. There are no file size or type restrictions. You can also choose to import a file from a cloud storage service like Google Drive or Dropbox. If you have additional files to attach, click the checkbox.

After you submit your form, you'll see a confirmation page showing the information you entered.   If you see an error, or you want to make changes, you can do so immediately by clicking the "Revise submission" button.

You can also click this button to make another submission to this same repository section.

The repository will send an email confirmation of your submission, which will also include a link to revise your submission if you want to do so. You can revise your submission until it is accepted for inclusion by an administrator.

To return to your submission at a later time, click the link in your confirmation email, or navigate back to the repository at digitalrepository dot unm dot edu, and click the "My Account" link at the top right. Log in either using the red button to enter your NetID, or via the login form below the red button, if your account is not connected to your NetID.

Once logged in, you will see your account page. You can manage your account profile and any items you are following on this page.

Additionally, all of your submissions will be listed here along with their current status. To edit a submission, click on the title.

You can then revise your submission, attach additional files, or contact an administrator for assistance.

When you are done using the repository, it is good practice to log out of your account by returning to your account page and clicking the "Log Out" button.

If you have any questions about accessing or submitting work using UNM's Digital Repository, please contact disc@unm.edu for assistance. Thank you and good luck!