

## PhD upload guide

1. You can log in at <http://dea.lib.unideb.hu/dea/> site with a click on the 'Log In ', "Log in with Shibboleth" button. You can identify yourself with your eduID – same as your username and password for Neptun system. After the log in you will see a blue sidebar on the left side.
2. On the side bar, click on the "New → Item" button. In the "New item" window, choose the collection in which you need to upload your thesis. After that you will see the upload form that you should fill
3. Next to the "Collection" line you can still modify the collection in which you want to upload.

Collection	Marton Géza Állam- és Jogtudományok Doktori Iskola ▼
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4. Fill in the form!

Important:

- Don't use only capital letters when you type in your title!
- Don't use titles (Dr, Prof.) in the name of your advisor!

You can add more data by clicking on the "Add more" button.

You can reorder the lines by dragging them with the sign before the line.

You can delete any line by clicking on the  sign

Give at least 2-3 keywords which best describe the content of your thesis. Please use new fields for each keyword!

Write a short (5-6 sentence) review of your thesis!

5. Attach the dissertation and thesis files.
6. Accept the license.
7. Click on Deposit.

The Doctoral School will check your submission. If you have any question about the upload, you should ask the administrator of the school for more information.