User manual login procedure SURFsharekit

Document history

Version 0.1   20230528   based upon user manual SURFsharekit 2 May 2023
Version 0.2   20230801   changed based upon experiences June-July 2023

Introduction

This user manual is intended for students from the Vrije Universiteit Amsterdam who wish to publish their thesis in the thesis archive of the university.
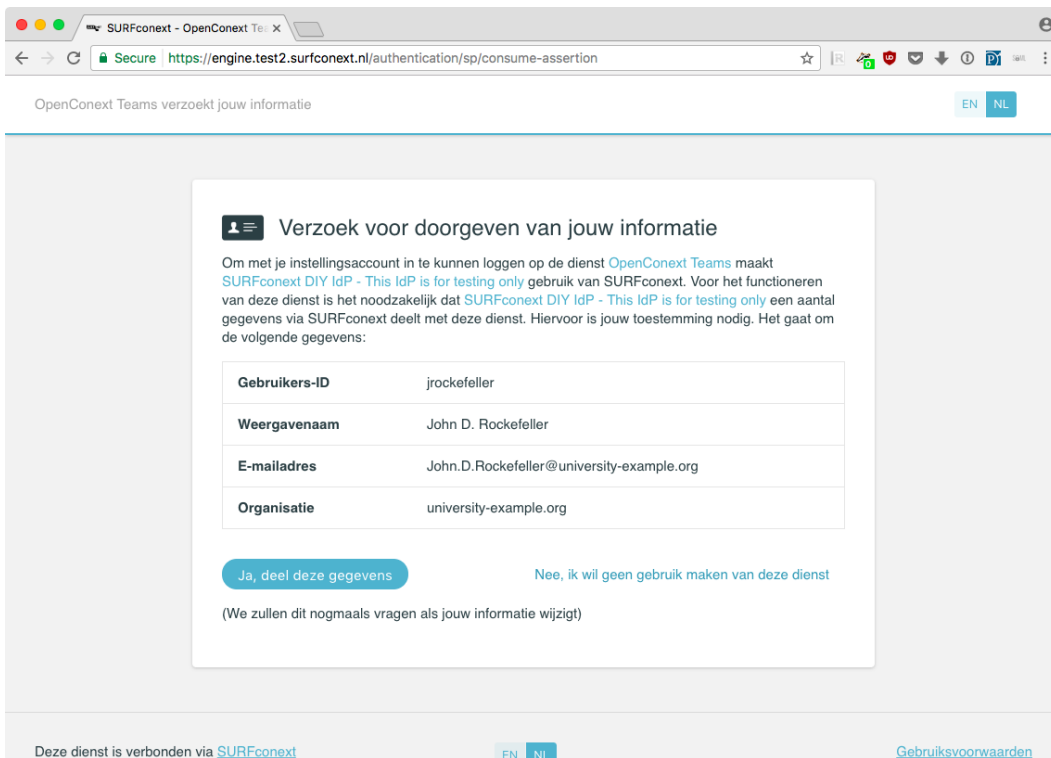
SURFsharekit is a SURF repository service. Do you have any questions about this manual? Please contact your faculties Educational Office.

Login procedure

Access to SURFsharekit goes via SURFconext.

- Navigate to https://www.surfsharekit.nl in your browser.
- Click on the login button. You will be automatically redirected to the login page of SURFconext.
- Log in with your institutional account.

When you login for the first time, you will see a so-called "consent screen" where you are asked whether you want to share user data (such as an email address and name) with SURFsharekit.
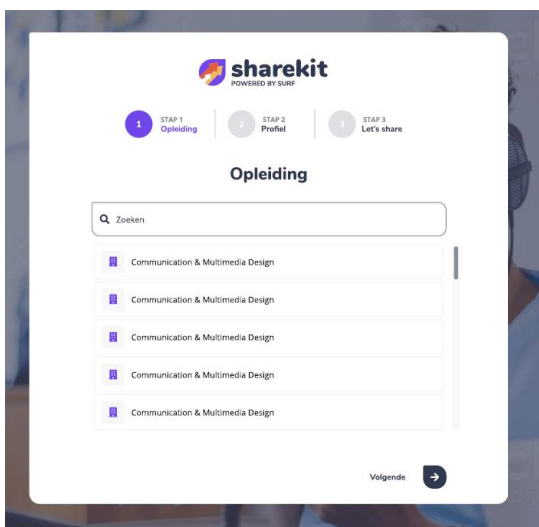
By accepting you will automatically be taken to the SURFsharekit homepage (Dashboard) and you can use the service immediately.

If you would like to know for which services you have shared your user data, check the [profile page of SURFconext](#).

Discipline

When a student logs in for the first time, the student is asked to select a Discipline. The field <u>Department, Lectorate, Discipline</u> will then already be filled in when the student uploads a thesis.

IMPORTANT: if you are both student and employee, you will not get to choose your discipline. Please contact your faculty's <u>Educational Office</u>. They can help to make sure that your profile and thesis are linked to the correct discipline.
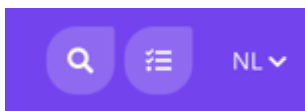
Dashboard

The Dashboard contains a header with a few standard shortcuts. Students see a button to create a <u>New publication</u> and a button to go to <u>My publications</u>.
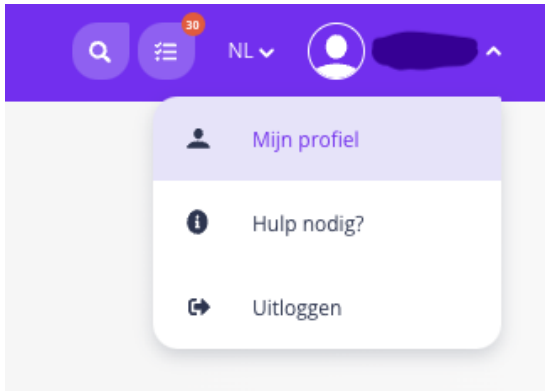

Language

At the top right of your Dashboard you can change the language of the interface. You can choose between Dutch or English. You can change the language at any time.

Profile

Based on the information that SURFsharekit has received via SURFconext, certain information in your profile has already been filled out for you. You can add information to your profile by clicking <u>My profile</u> within the menu at the top right of the Dashboard next to the language settings.

IMPORTANT: fill in your Student Number as your <Institutional-ID> in your Profile. This is makes it easier for your faculties Educational Office to find your thesis and review it.