1. You can find UDORA on the library website. Click on Digital Library and then the link to UDORA. Alternatively you can go straight to UDORA at http://derby.openrepository.com/derby/

2. If you have not already registered then please do so. You will need to create a password which will only be known by you. If your e-mail address is not recognised, please contact UDORA@derby.ac.uk

3. Log in and you will see the homepage. Here you can see the different communities and collections in UDORA and search or browse for an item.

4. By clicking on My UDORA you can manage your personal settings, submit items or view items you have submitted.
5. To submit an item, click on Submit an Item and select the collection that you are going to submit to. If you get a message to say that you are not able to submit or are not affiliated to any collections, please email UDORA@derby.ac.uk
   a. If you have the publisher's DOI you can use this to help pre-fill some of the metadata fields.
   b. There are three stages of publication: pre-print, post print and publisher’s version. You will need to use the link to SHERPA/RoMEO (http://www.sherpa.ac.uk/romeo/) to check what your publisher will allow to be deposited in an open access institutional repository. You should also seek permission from co-authors to submit. You will not be able to proceed after the first screen until you have clicked on the link to check SHERPA/RoMEO.
   c. Whichever way you choose to submit an item you need to follow the instructions on the screen and supply the information requested.
   d. Where possible use PDF format but publishers do not normally allow the depositing of their PDF.
   e. If your work has been published you will not need to use the Creative Commons licence so click 'Skip Creative Commons'. You should then agree to the Non-exclusive Distribution licence. If you don’t the item will remain in your submission workflow until you are ready to agree.
   f. When you have completed your submission the UDORA Administrator will be informed that there is a submission ready for them to review.
   g. Once the item is accepted by the Administrator you will receive an e-mail to say the item will appear in UDORA.

6. If you wish to have your item in more than one collection then you need to inform UDORA Administrators using the email address UDORA@derby.ac.uk. You will need to provide the handle for the
item, (see the image below) its title and also details of which collection(s) you would like this adding to. The Administrator will then be able to map the item across.

7. In My UDORA if you are a researcher you will also be able to edit and update your researcher pages.

Contacts
Administrators: UDORA@derby.ac.uk
Emma Butler e.butler@derby.ac.uk
Lucy Ayre l.ayre@derby.ac.uk

Copyright Adviser: Caroline Ball c.ball@derby.ac.uk

Any general feedback or comments: UDORA@derby.ac.uk