

PANDUAN PENGGUNAAN REPOSITORY UNIGAL BAGI MAHASISWA

1. Kunjungi <https://lib.unigal.ac.id/page-unggah-mandiri.html> atau bisa langsung kunjungi <https://bit.ly/buatakunrepositoryunigal> untuk informasi Link Unggah Mandiri (**Formulir Pembuatan Akun UNIGAL Repository**)
2. Setelah mengisi Formulir Pembuatan Akun Repository lalu akan diarahkan ke **Link Register Akun Repository**
3. Isi dengan email yang sama saat pengisian Formulir Pembuatan Akun



 **Unigal Repository**

[Unigal Repository](#) → New user registration

New user registration

Verify Email → **Create Profile** → **Finished**

Register an account to subscribe to collections for email updates, and submit new items to DSpace.

Email Address:
This address will be verified and used as your login name.

Register

4. Klik **Register**, lalu cek email anda untuk Verifikasi Akun



 **Unigal Repository**

[Unigal Repository](#) → New user registration

Verification email sent

Verify Email → **Create Profile** → **Finished**

An email has been sent to namamahasiswa@gmail.com containing a special URL and further instructions.

5. Contoh isi Email untuk Verifikasi Akun

Universitas Galuh Repository Account Registration

Kotak Masuk x



info@unigal.ac.id

kepada saya ▾

13.01 (2 menit yang lalu)



To complete registration for a Universitas Galuh Repository account, please click the link below:

<http://repository.unigal.ac.id:8080/register?token=b65ca02570139ce7b8557d1c7cd13722>

The Universitas Galuh Repository Team

6. Klik link tersebut untuk Verifikasi Akun, langkah selanjutnya Isi **First Name**, **Last Name**, **Contact Telephone** dan **Password** (diusahakan password menggunakan Numerik atau Simbolik)

Create Profile

Verify Email → Create Profile → Finished

Identify

Email Address:

adnan8684@gmail.com

First Name:

Last Name:

Contact Telephone:

Language:

Security

Please enter a password in the box below, and confirm it by typing it again into the second box. It should be at least six characters long.

Password:

Retype to confirm:

7. Lalu klik **Complete Registration**
8. Selesai akun anda berhasil terregistrasi.

CARA UNGGAH MANDIRI

Catatan :

Untuk unggah mandiri diusahakan akun anda sudah dijadikan **Submitter** oleh admin/operator repository perpustakaan

1. Kunjungi <https://repository.unigal.ac.id>
2. Lalu Klik **Student Papers (Skripsi Sarjana)**
3. Lalu Pilih **Sub-communities** sesuai dengan asal **Fakultas** masing-masing

4. Setelah itu pilih **Collections** sesuai dengan asal **Program Studi** masing-masing

Catatan:

Jika akun anda belum dijadikan **Submitter** maka link untuk Submit tidak akan muncul, jika sudah maka akan muncul (**Submit a new item to this collection**) seperti ini:



5. Selanjutnya klik **“Submit a new item to this collection”**
6. Selanjutnya mengisi informasi yang sesuai dke dalam form. Berikut ini adalah informasi yang harus diisikan:

- a) **Authors : Last Name** (Diisi dengan Nama Belakang penulis/pengarang, contoh : Rifki) dan **First Name** (Diisi dengan Nama depan, contoh: Muhamad). Sehingga nanti akan ditampilkan menjadi: Rifki, Muhamad. Jika pengarang lebih dari satu, maka harus dimasukkan semuanya dengan memilih tombol **Add**.
- b) **Advisors** : Diisi dengan nama seluruh dosen pembimbing yang ada. Bagian **Advisors** ini hanya diisi untuk dokumen jenis Student Papers, Master Theses, dan PhD Dissertations), dan pengetikkan namanya dibalik. Contoh: Wawan, A. Ridwan. Selanjutnya klik tombol **Next**.
- c) **Title** : Diisi dengan judul dokumen secara utuh (tidak boleh dipotong). Penulisan judul menggunakan format Title Case (Huruf besar di awal

kata), contoh :

Mencari Keadilan : Pengalaman yang Tertindas.

- d) **Date of Issue** : waktu diterbitkan
- e) **Series/Report No** : Hanya diisi untuk jenis dokumen/koleksi jurnal
- f) **Identifiers** :
Other : Diisi dengan nama uploader (Contoh : Rifki)

ISSN : Diisi dengan ISSN dari jurnal tersebut.
- g) **Type** : Diisi sesuai dengan jenis dokumen. (Contoh: Thesis untuk Tesis)
- h) **Language** : Diisi sesuai dengan bahasa yang digunakan dalam dokumen tersebut, kemudian klik tombol **Next**.

Unigal Repository

Unigal Repository → Student Papers (Skripsi Sarjana) → Faculty of Engineering → Information Systems → It

Item submission

Describe → Describe → Upload → Review → License → Complete

Describe Item

Subject Keywords:
Enter appropriate subject keywords or phrases.

[Subject Categories](#)

Abstract:
Enter the abstract of the item.

Sponsors:
Enter the names of any sponsors and/or funding codes in the box.

Description:
Enter any other description or comments in this box.

< Previous Save & Exit Next >

- i) **Subject Keywords** : Diisi dengan keyword/kata kunci dari dokumen yang dimaksud. Keyword bisa lebih dari satu, untuk menambahkan keywords pilih tombol **Add**.
- j) **Abstract** : Diisi dengan abstrak yang ada dalam dokumen..

- k) **Sponsors** : Diisi dengan nama seluruh dosen pembimbing yang ada. Bagian ini hanya diisi untuk dokumen jenis Student Papers, Master Theses, dan PhD Dissertations), dan pengetikkan namanya dibalik. Selanjutnya klik Tombol **Next**.

Item submission

Describe → Describe → Upload → Review → License → Complete

Upload File(s)

File:

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

Choose File No file chosen

* The item must contain at least one file.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Upload file & add another

< Previous Save & Exit Next >

- l) **File:** Bagian ini digunakan untuk meng-upload file-file yang merupakan bagian dari metadata. Contoh nama file **Halaman Judul.pdf**
- m) **File Description:** Diisi dengan keterangan nama file dimaksud (lihat mekanisme penamaan file pada proposal). Selanjutnya klik **Next**.
- n) Pilih **Add Another File/Upload File & add another**, apabila suatu metadata memiliki lebih dari satu Document File. Misal : **Halaman Judul.pdf, Abstrak.pdf, Daftar Isi.pdf, Bab 1.pdf, Bab 2.pdf, Bab 3.pdf, Bab 4.pdf, Bab 5.pdf, Daftar Pustaka.pdf, dan Lampiran.pdf**. Selanjutnya klik **Next**.

Item submission

Describe → Describe → Upload → **Review** → License → Complete

Review Submission

Describe Item

Authors:
Rifki, Muhamad
Title:
Contoh Upload Judul
Date of Issue:
2020-08-19
Identifiers:
Other:Rifki
Type:
Article
Language:
English

Correct one of these

Describe Item

Abstract:
Abstrak Contoh
Sponsors:
Nama Sponsor

Correct one of these

Upload File(s)

Panduan_Operasional_Repository_Unigal.pdf - Adobe PDF (Known)

Correct one of these

- o) Klik Jika data Review Submission sudah betul, lalu ceklis **I grant the license** dan klik tombol **Complete submission**

Item submission



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If you have questions regarding this license please contact the system administrators.

Distribution license:

I Grant the License

[< Previous](#) [Save & Exit](#) [Complete submission](#)

p) Document/Submission berhasil diupload selanjutnya akan disetujui oleh Reviewed.

q) Jika sudah disetujui Document yang diupload akan muncul

Unigal Repository → Submissions

Submissions & Workflow tasks

Submissions

You may [start a new submission](#).

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Archived Submissions

These are your completed submissions which have been accepted into DSpace.

Date accepted	Title	Collection
2023-06-20	Contoh Upload Judul	Information Systems

Search Repository

[Go](#)

Browse

All of Unigal Repository

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- [Titles](#)
- [Subjects](#)

My Account

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Cek Status Dokumen pada Menu Submission jika sudah di **Accept** maka akan muncul **date accepted**

r) Selesai

Jika ada kendala silahkan Hubungi Admin/Operator : No. Wa 081385243656 / email
uptunigal@unigal.ac.id