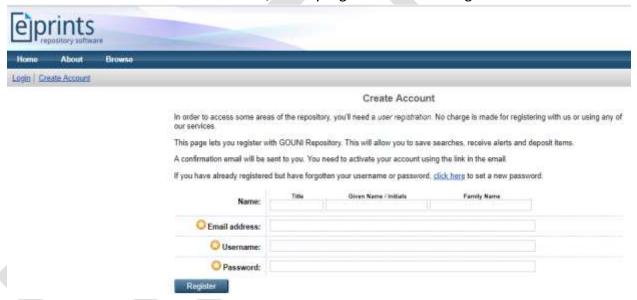
HOW TO USE GOUNI REPOSITORY

GOUNI Repository is an archive for collecting, preserving, and disseminating digital copies of the intellectual output of GOUNI such as publications, datasets, administrative documents, course notes, learning objects, conference proceedings and students project.

This manual is a step by step guide on how to deposit ITEM (Publications/students' project) on the repository.

GETTING STARTED - Creating Account

- 1. Visit: www.gouni.edu.ng Click on GOUNI Repository
- 2. First time user -Click on Create Account, already registered Click on Login



- 3. Enter your Name, Email address, username and password: Click on Register, a confirmation email will be sent to you. You have to activate your account using the link in the email.
- 4. Check your email address for the activation link, click on the link to activate your repository account. Note: If the link is not in your inbox, check your spam mail
- On successful activation login with your username and password you just created.

Depositing Items – (uploading publications, articles, thesis and projects)

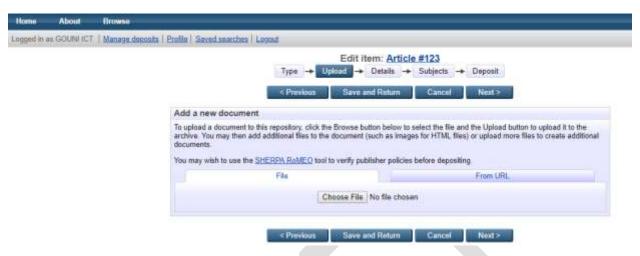
1. Click on Login Enter your username and password. Click on "login"





- 4. Click on Next -
- 5. Choose document location: if the document is located on your computer Click on Choose File select the location, wait for the document to upload, click next. If the

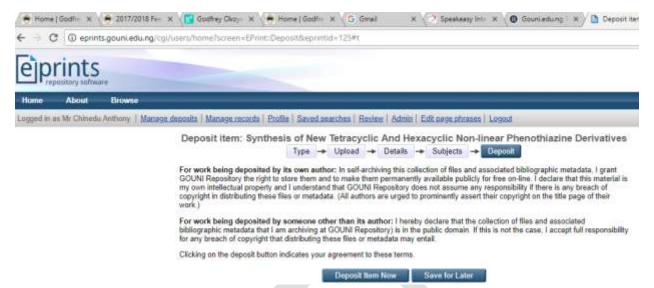
document is location online Click on "From URL" Enter the document link and click on upload.



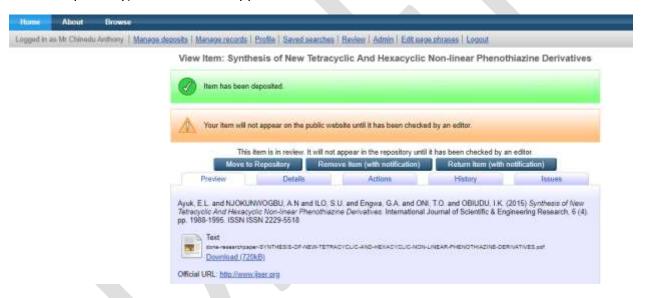
- 6. Click on Next and add documents Details
- 7. Enter Title, Abstract, Creators (Author), Divisions, Publication details, If article is not yet published, select unpublished from the options.
- 8. Click on next and add subject category



9. Click on next, Read the Repository Terms and conditions before Clicking on "DEPOSITE ITEM NOW"



10. On successful Submission your item will not appear on the public website (GOUNI Repository) until an editor approves it.



This manual is under development. For enquires or suggestion, Visit: GOUNI ICT UNIT help desk office last floor computer building or email chinedu@gouni.edu.ng Mobile: 08068820118