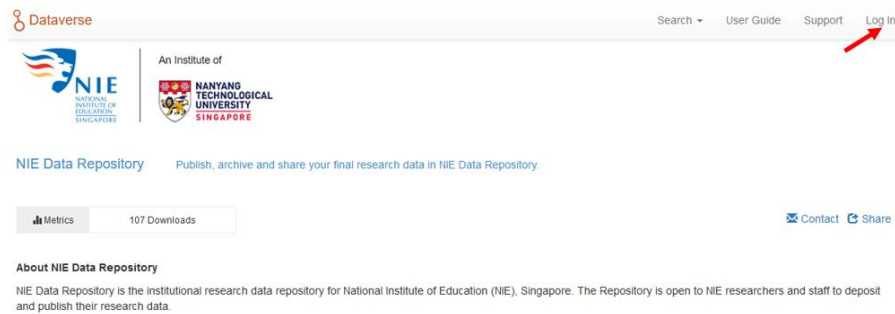
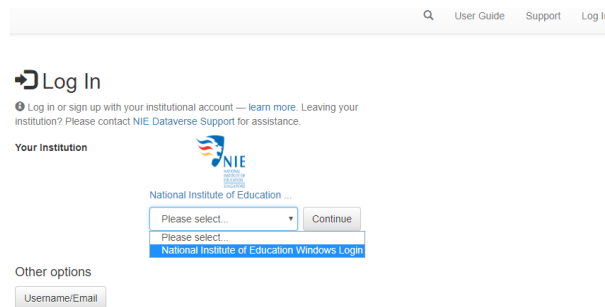


## Creating Your Account (First Time Login Only)

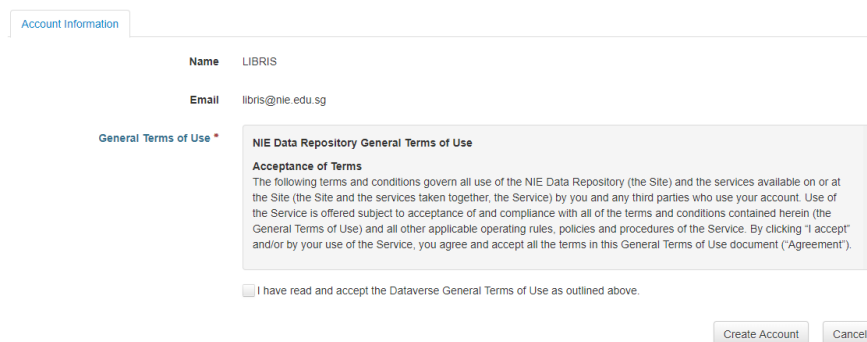
1. Go to NIE Data Repository <https://researchdata.nie.edu.sg>.
2. Click '**Log In**' at the top right hand corner of the screen.



3. Select '**National Institute of Education Windows Login**' from the drop-down menu and click '**Continue**'.



4. Enter your username and password.
5. After logging in, your account information (name and email) will be shown.



6. Check the box next to '**I have read and accept the Dataverse General Terms of Use as outlined above**' and click '**Create Account**'. You will receive an email notification that your account has been created.

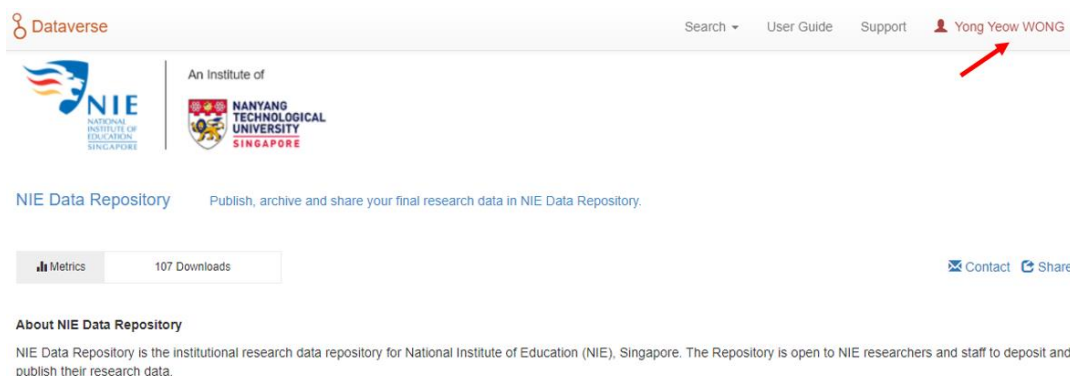
**Note:** Before the PI can perform any tasks in the data repository, the library administrator has to map the PI's account to his/her name in the system.

# Logging In

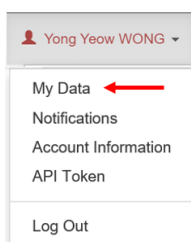
1. To log in, follow the steps 1-4 in 'Creating Your Account' section.

## Only for PIs

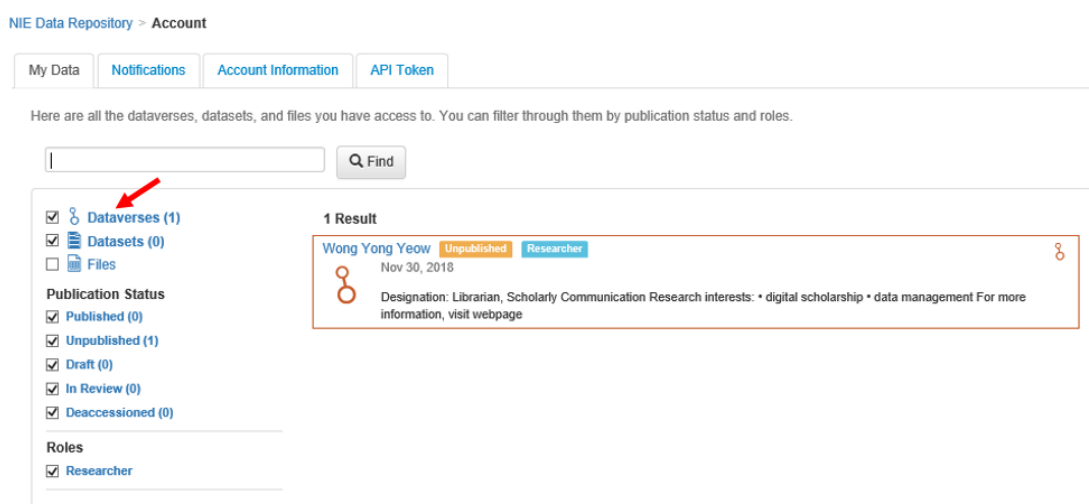
2. Click on your name at the top right hand corner of the screen.



3. Select '**My Data**' from the drop down menu.



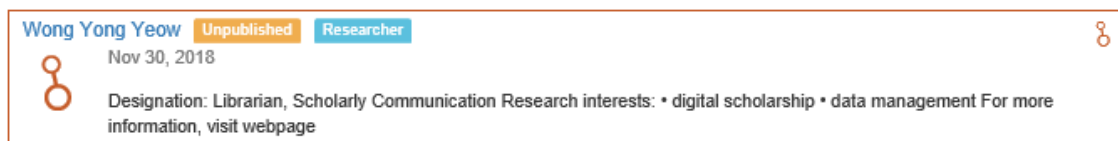
4. You will be able to see your name displayed if the library administrator has already mapped your account in the data repository. For PIs who have created datasets before but could not see their name, click on '**Dataverses**' and your name will be displayed.



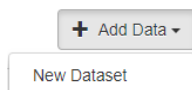
**Note:** For future logins, PIs may wish to bookmark the link of your researcher profile (<https://researchdata.nie.edu.sg/dataverse/your-profile-name>) so that you can skip the steps 2-4.

# Adding Dataset

1. Click on your name to add a dataset. *[applicable only to PIs]*



2. Click **'Add Data'** and select **'New Dataset'** from the drop-down menu.

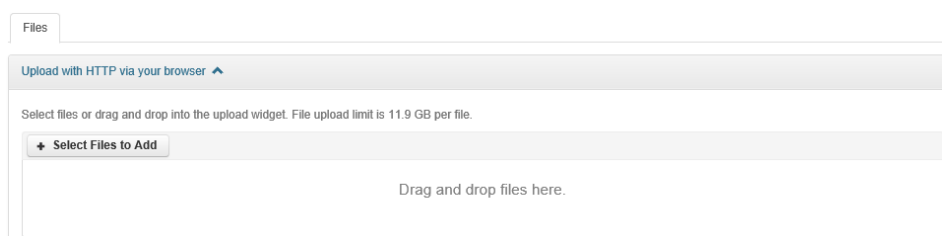


3. Fill in the following mandatory fields:

- **Title** (Title of your research publication)
- **Author** (Name)
- **Contact** (Email)
- **Description** (Enter the *abstract* of your research publication)
- **Subject** (Select from drop-down menu)

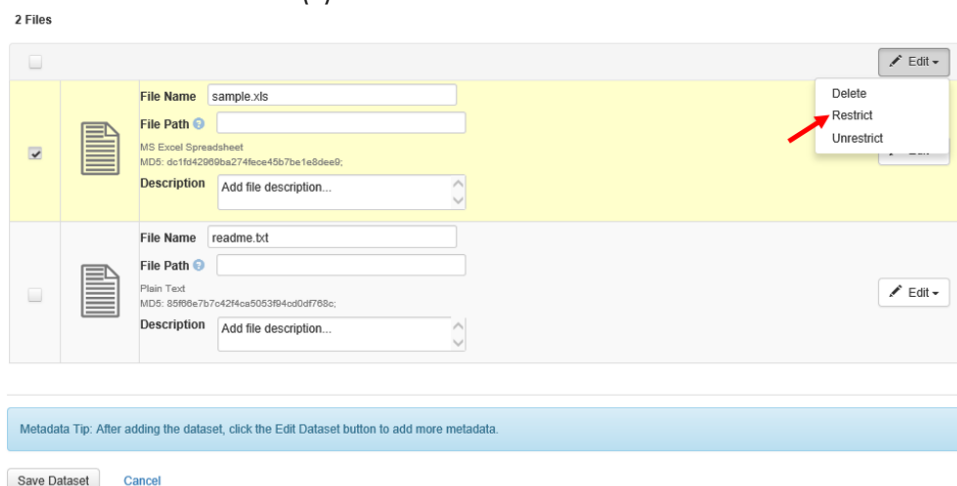
**Note:** Some metadata fields will be auto-filled. For more information on a particular metadata field, hover your mouse over the name of that field.

4. To upload, click **'Select Files to Add'** or drag and drop files into the space.



5. To limit access to selected files,

- Check the box next to the file(s) and click **'Restrict'**.



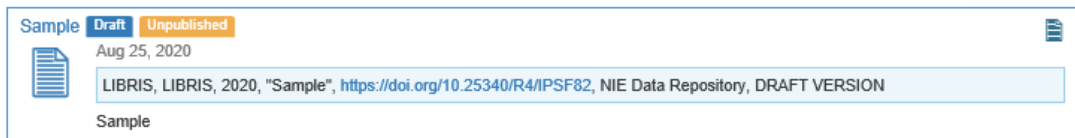
- Click **'Save Dataset'** and a pop-up window will appear.

- If you wish to grant access upon user's request, state the terms of access, check the box next to 'Enable access request' and click 'Continue'. If you do not wish to grant access, just click 'Continue'.

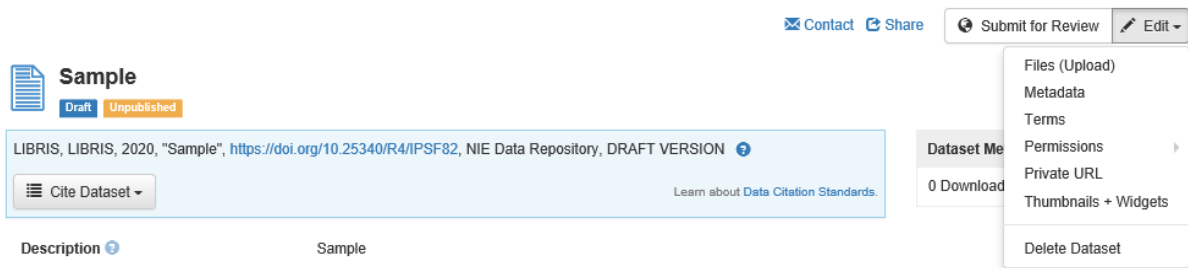
**Note:** The upload limit per file is **3.5 GB**. If you need to deposit a large number of files, it would be better to compress them (eg. \*.zip/\*.tar/\*.7z format) before uploading. Please contact us if your file size exceeds 3.5 GB.

## Editing Dataset

1. Click on the dataset which you want to edit.



2. To make any necessary changes to your dataset, click on the 'Edit' button at the top right hand corner.



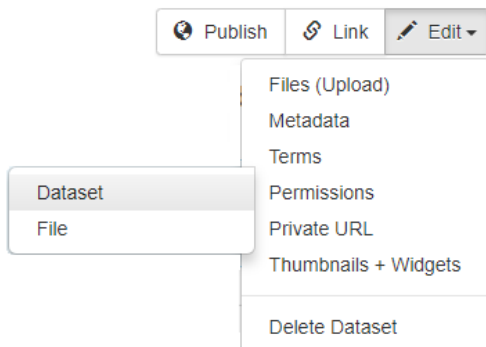
3. From the drop-down menu, select:

- **Files (Upload):** to upload additional files to your dataset.
- **Metadata:** to update information about your dataset.
- **Terms:** to set up custom terms of use (default license used by NIE: **CC By-NC**); a guestbook (optional) can also be set up to track who is using your data and for what purposes.  
[The library administrator will help to set up the terms and guestbook upon the request of PI.]

- **Permissions:**

For NIE staff

Access to unpublished dataset with varying levels of permissions for viewing, modifying and contributing to the dataset can be granted to selected NIE staff (co-PI or project members).



- Select '**Permissions**' and click '**Dataset**'.
- Click '**Assign Roles to Users/Groups**'.
- Enter the username of selected NIE staff.

**Note:** The NIE staff whom you are giving access to must have already created an account in the NIE Data Repository. Do exercise extra care in the assignment of roles. The library administrator can help to assign the role upon request of PI.

- Select the appropriate role for the NIE staff depending on the level of access you would like them to have and click '**Save Changes**'.

### Assign Role

Grant permissions to users and groups by assigning them a role.

**Users/Groups \***

**Role \***

- Admin
- Contributor
- Curator
- File Downloader
- Member
- Researcher

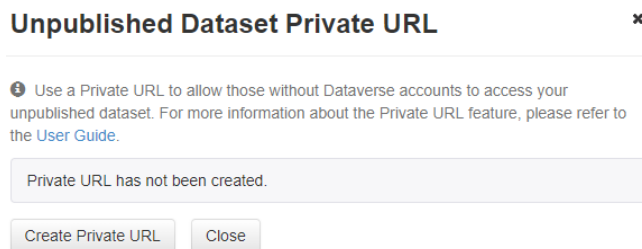
<p><b>Admin</b> - A person who has all permissions for dataverses, datasets, and files.</p> <p>AddDataverse AddDataset ViewUnpublishedDataverse ViewUnpublishedDataset DownloadFile EditDataverse EditDataset ManageDataversePermissions ManageDatasetPermissions PublishDataverse PublishDataset DeleteDataverse DeleteDatasetDraft</p>
<p><b>Contributor</b> - For datasets, a person who can edit License + Terms, and then submit them for review.</p> <p>ViewUnpublishedDataset DownloadFile EditDataset DeleteDatasetDraft</p>
<p><b>Curator</b> - For datasets, a person who can edit License + Terms, edit Permissions, and publish datasets.</p> <p>AddDataverse AddDataset ViewUnpublishedDataverse ViewUnpublishedDataset DownloadFile EditDataset ManageDatasetPermissions PublishDataset DeleteDatasetDraft</p>
<p><b>File Downloader</b> - A person who can download a published file.</p> <p>DownloadFile</p>
<p><b>Member</b> - A person who can view both unpublished dataverses and datasets.</p> <p>ViewUnpublishedDataverse ViewUnpublishedDataset DownloadFile</p>
<p><b>Researcher</b> - A person who can perform similar actions as a curator except the role to publish.</p> <p>AddDataset ViewUnpublishedDataverse ViewUnpublishedDataset DownloadFile EditDataverse EditDataset ManageDatasetPermissions DeleteDatasetDraft</p>

- **Private URL:**

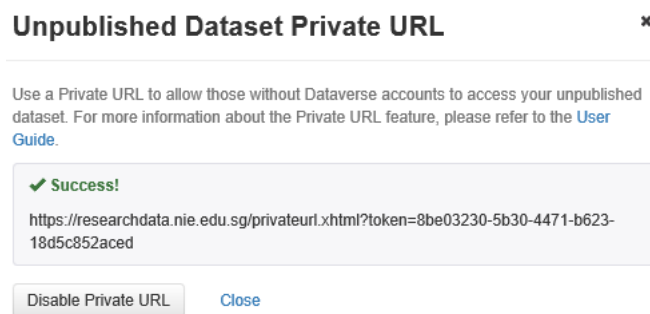
For external parties

A URL can be created and the PI can email the link to individuals (e.g. collaborators, publishers, reviewers, etc.) who do not have NIE login to view the unpublished dataset.

- Select '**Private URL**'.
- The '**Unpublished Dataset Private URL**' pop-up window will appear.
- Click '**Create Private URL**' to generate the URL.



- To revoke access, click '**Disable Private URL**'.



## Submitting Dataset

1. Click '**Submit for Review**' if you wish to publish your dataset.



- The library administrator will review the metadata of the dataset.
- The depositor will receive a notification upon completion of the review.

**Note:** Once the dataset is published, it can only be decommissioned but not deleted.

To find out more about NIE Data Repository, you can refer to our [FAQ](#) on data repository or contact us at [libscomm@nie.edu.sg](mailto:libscomm@nie.edu.sg)