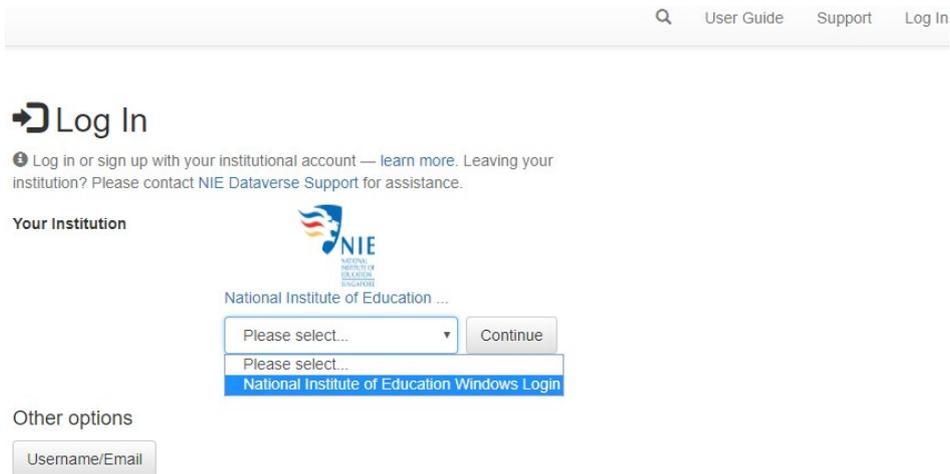
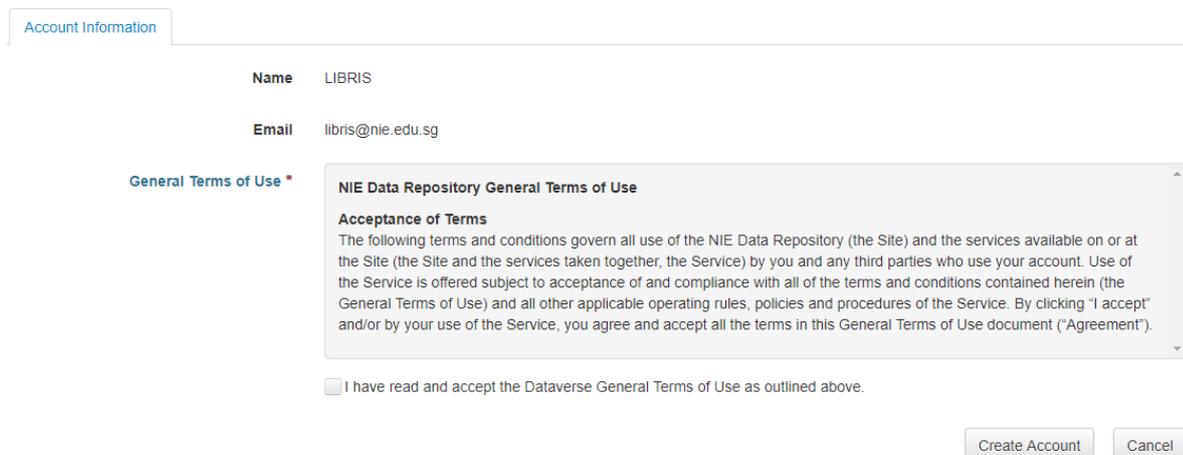


## Creating Your Account (First Time Login Only)

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 the username and password of your NIE Login.
5. After logging in, your account information (name and email) will be shown.

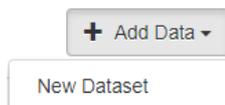


6. Check the box next to '**I have read and accept the Dataverse General Terms of Use as outlined above**' and click '**Create Account**'.

Note: You will receive an email notification that your account has been created.

# Adding Dataset

1. Navigate to the researcher's dataverse to add a dataset.
2. Click '**Add Data**' and select '**New Dataset**' from the drop-down menu.



3. Fill in the following mandatory fields:

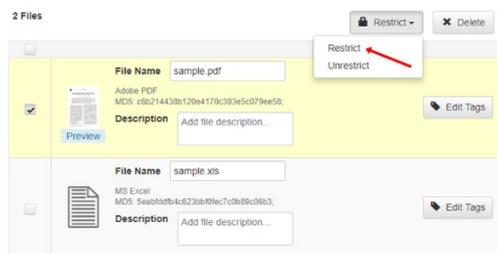
- **Title** (*Title of your research publication*)
- **Author** (*Name*)
- **Contact** (*Email*)
- **Description** (*Enter the abstract of your research publication*)
- **Subject** (*Select from drop-down menu*)

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.

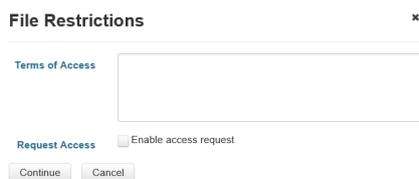
4. To upload, click '**Select Files to Add**' or drag and drop files into the space.

5. To limit access to selected files,

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



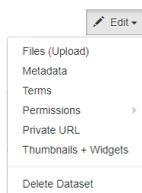
- Click '**Save Dataset**' and a pop-up window will appear.
- If you wish to grant access upon user's request, state the terms of access, check the box next to '**Enable access request**' and click '**Continue**'. If not, just click '**Continue**'.

A screenshot of a 'File Restrictions' pop-up window. It has a title bar with a close button. Below the title bar, there is a 'Terms of Access' text area. Underneath, there is a 'Request Access' section with a checkbox labeled 'Enable access request'. At the bottom, there are 'Continue' and 'Cancel' buttons.

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.

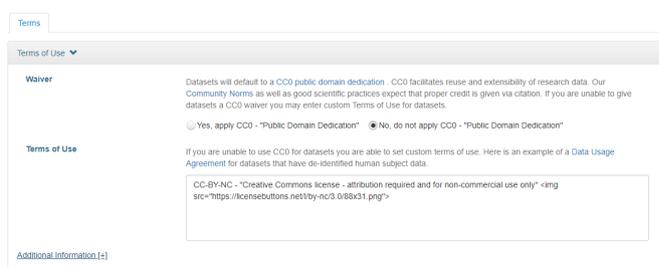
# Editing Dataset

1. To make any necessary changes, click on the 'Edit' button.

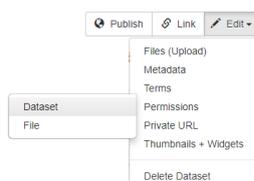


2. From the drop-down menu, select:

- **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: **CC By-NC**); a guestbook can also be set up to track who is using your data and for what purposes.



- **Permissions:** to grant selected NIE staff access to unpublished dataset with varying levels of permissions for viewing, modifying and contributing to the dataset.



## Sharing of unpublished dataset

- 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 sharing the dataset with must have already created an account in the NIE Data Repository.
- 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

## Sharing of restricted file within a dataset

- Select '**Permissions**' and click '**File**'.
- Click '**Grant Access to Users/Groups**' and the '**Grant File Access**' pop-up window will appear.
- Enter the username of selected NIE staff.  
Note: The NIE staff whom you are sharing the dataset with must have already created an account in the NIE Data Repository.
- Check the box next to the file(s) you would like to share and click '**Grant**'.

**Grant File Access**

Grant file access to users and groups.

Users/Groups

Selecting 0 of 2 Restricted Files

<input type="checkbox"/>	File Name
<input checked="" type="checkbox"/>	consent form.docx
<input type="checkbox"/>	profiles.doc

- **Private URL**: to create a URL for selected individuals (e.g. collaborators, publishers, reviewers, etc.) who do not have NIE Login to view the unpublished dataset

## Sharing an unpublished dataset

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

**Unpublished Dataset Private URL** x

Use a Private URL to allow those without Dataverse accounts to access your unpublished dataset. For more information about the Private URL feature, please refer to the [User Guide](#).

Private URL has not been created.

Note: The private URL can be disabled any time by clicking '**Disable Private URL**'.

## Submitting Dataset

1. Click '**Submit for Review**' if you wish to publish your metadata with/without dataset.
  - The Library will review the metadata of the dataset.
  - The depositor will receive a notification upon completion of the review.

Note: Once the record with/without dataset is published, it can only be decommissioned but not deleted.

Contact your friendly librarians if you have questions or require assistance:

Email: [libscomm@nie.edu.sg](mailto:libscomm@nie.edu.sg)

Phone: 6790-3171