

Creating Your Account (First Time Login Only)

1. Go to NIE Data Repository <u>https://researchdata.nie.edu.sg</u>.



- 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.

Account Information				
	Name	LIBRIS		
	Email	libris@nie.edu.sg		
General Terms of Use *		NIE Data Repository General Terms of Use		*
		Acceptance of Terms The following terms and conditions govern all use of the NIE Data Repository (the Site) and the the Site (the Site and the services taken together, the Service) by you and any third parties who the Service is offered subject to acceptance of and compliance with all of the terms and conditio General Terms of Use) and all other applicable operating rules, policies and procedures of the S and/or by your use of the Service, you agree and accept all the terms in this General Terms of U	services available on use your account. Us ons contained herein (t Service. By clicking "I a Jse document ("Agree	or at e of the accept" ement").
		I have read and accept the Dataverse General Terms of Use as outlined above.		
			Create Account	Cancel

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)

<u>Note</u>: 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'.

File Restrictions		
Terms of Access		
Request Access Enable access	request	
Continue Cancel		

<u>Note</u>: 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.

🖍 Edit 🗸
Files (Upload)
Metadata
Terms
Permissions >
Private URL
Thumbnails + Widgets
Delete Dataset

- 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.

Terms	
Terms of Use 💙	
Waiver	Datasets will default to a CC0 public domain dedication. CC0 facilitates reuse and extensibility of research data. Our Community Norma as well as good scientific practices expect that proper credit is given via citation. If you are unable to give datasets a CC0 valvery our give refer coston Timero V clus for datasets.
	● Yes, apply CC0 - "Public Domain Dedication" ● No, do not apply CC0 - "Public Domain Dedication"
Terms of Use	If you are unable to use CC0 for datasets you are able to set custom terms of use. Here is an example of a Data Usage Agreement for datasets that have de-identified human subject data.
	CC-BY-MC - "Creative Commons license - attribution required and for non-commercial use only" -king src="https://iccesseoutions.net/iby-nc/3.0480x31.prg">
Additional Information.[±]	

• **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.

<u>Note</u>: 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'.

Users/Groups *		Enter User/Group Name	
Ro	le *	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.
 <u>Note</u>: 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'.

rant me access to access and groups.	
Users/Groups	Enter User/Group Name
	File Name
consent form.docx	

• **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	×
O Use a Private URL to allow those without Dataverse accounts to access your unpublished dataset. For more information about the Private URL feature, please the User Guide.	refer to
Private URL has not been created.	
Create Private URL Close	

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.

<u>Note</u>: 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: <u>libscomm@nie.edu.sg</u> Phone: 6790-3171