

# Tata Cara Pendaftaran dan Upload Dokumen pada Repository UIN SATU Tulungagung

<http://repo.uinsatu.ac.id>



Oleh:

Tim ICT UIN SATU Tulungagung

UIN SATU Tulungagung

2023

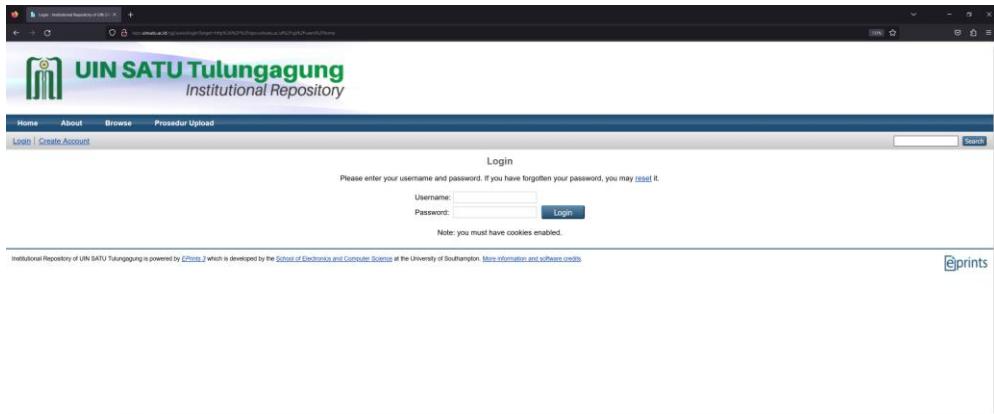
1. Buka web browser ketikkan alamat: <http://repo.uinsatu.ac.id> kemudian klik Daftar (untuk yang belum mempunyai account).

The screenshot shows the homepage of the UIN SATU Tulungagung Institutional Repository. At the top, there is a navigation bar with links for Home, About, Browse, Prosedur Upload, Daftar, and Login. Below the navigation bar, there is a banner with the text "Welcome to Institutional Repository of UIN SATU Tulungagung". The main content area features several cards: "About this Repository" (with a brief description of IRUS), "Latest Additions" (listing new items added recently), "Search Repository" (a search interface), "Browse Repository" (link to the digital library), "Repository Policies" (link to the official website), and "IRUS Statistics" (repository statistics). There is also a link to "View Repository Stats".

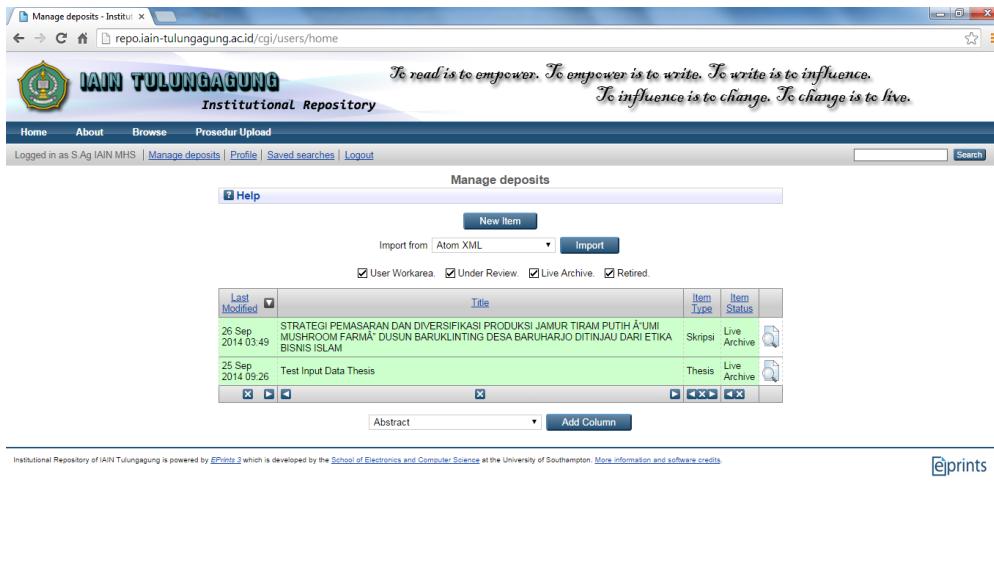
2. Proses pendaftaran ini cukup dilakukan sekali saja. untuk mendaftarkan akun smartcampus anda agar bisa login di <http://repo.uinsatu.ac.id>

The screenshot shows the account registration page for the institutional repository. The page has a header "Pendaftaran Akun Repo" and a URL "repo.uinsatu.ac.id/daftar/". A pink message box at the top states: "Proses pendaftaran ini cukup dilakukan **sekali saja**. untuk mendaftarkan akun smartcampus anda agar bisa login di [repo.uinsatu.ac.id](http://repo.uinsatu.ac.id)". The main form contains fields for "NIP / NIM" and "Password", and a "Daftar" button. There is also a logo of UIN SATU Tulungagung.

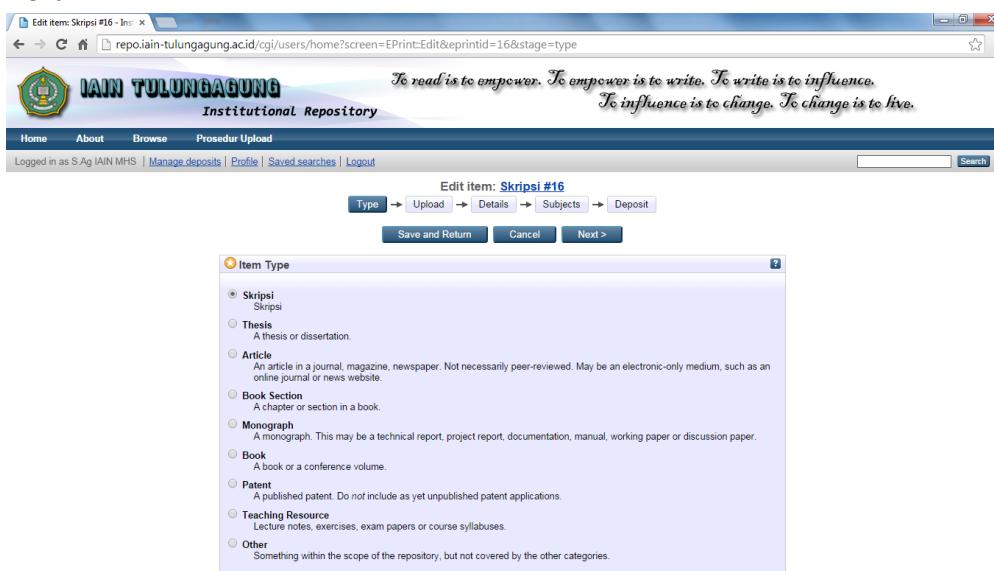
3. Setelah pendaftaran berhasil anda bisa login ke <http://repo.uinsatu.ac.id>



4. Pilih New Item



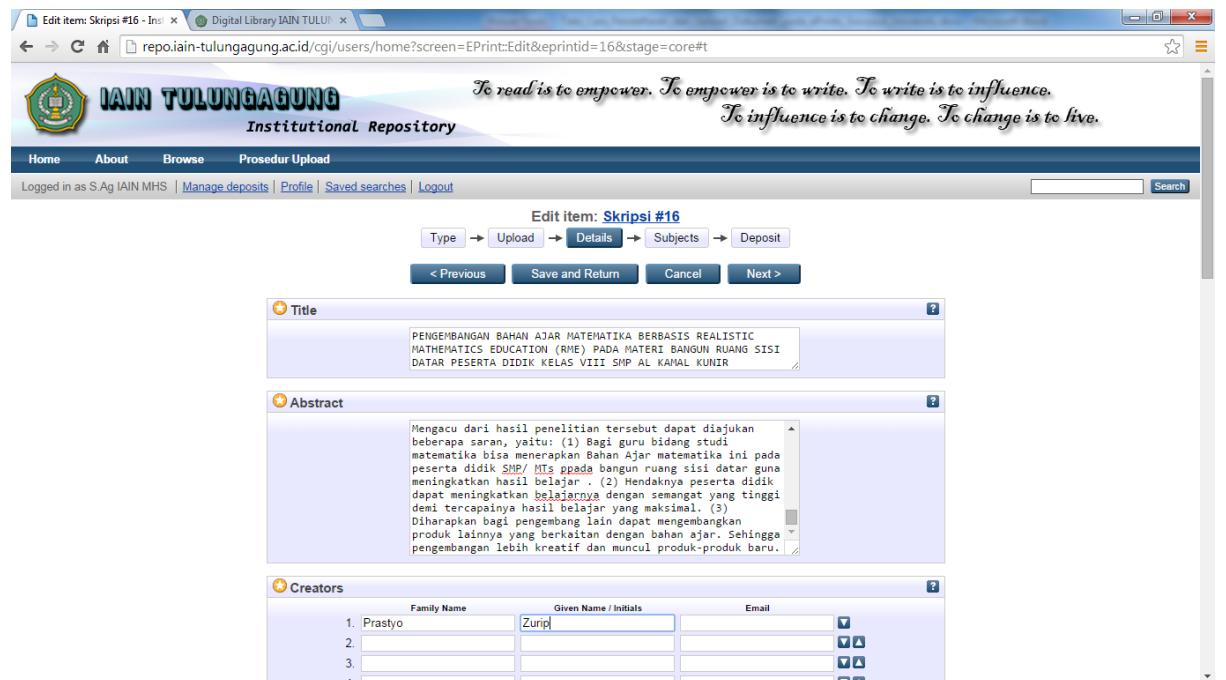
5. Pilih tipe dari dokumen yang akan di-upload. Sebagai contoh di sini dipilih "Skripsi". Klik Next.



6. Pilih dokumen yang akan di-upload, dianjurkan dalam format PDF. Boleh lebih dari 1 file. Klik Next.



7. Masukkan informasi detail dari dokumen yang di-upload, dan informasi yang akan dimasukkan bisa jadi berbeda sesuai dengan tipe dari dokumen yang akan anda upload. Klik Next.



8. Pilihlah subjek dari dokumen, atau masukkan search sesuai dengan subjek dari dokumen anda kemudian klik Add. Klik Next.

The screenshot shows a web browser window for the Digital Library IAIN TULUNGAGUNG. The title bar says 'Edit item: PENGEMBANGAN BAHAN AJAR MATEMATIKA BERBASIS REALISTIC MATHEMATICS EDUCATION (RME) PADA MATERI BANGUN RUANG SISI DATAR PESERTA DIDIK KELAS VIII SMP AL KAMAL KUNIR'. Below the title, there's a navigation menu with 'Subjects' highlighted. A 'Subjects' dialog box is open, listing categories such as Agama, Bahasa Dan Sastra, Ekonomi, Filosofi, Matematika, and Pendidikan. Under 'Matematika', 'Matematika' is selected. Other items in the list include Agama, Bahasa Dan Sastra, Bahasa Arab, Bahasa Inggris, Bisnis Islam, Ekonomi Syariah, Umum, Filosofi, PAUD, Pendidikan Dasar, Pendidikan Menengah, Pendidikan Tinggi, and Pendidikan Umum. Buttons for 'Search' and 'Clear' are also visible in the dialog box.

9. Pilih Deposit, dan klik Deposit Item Now.

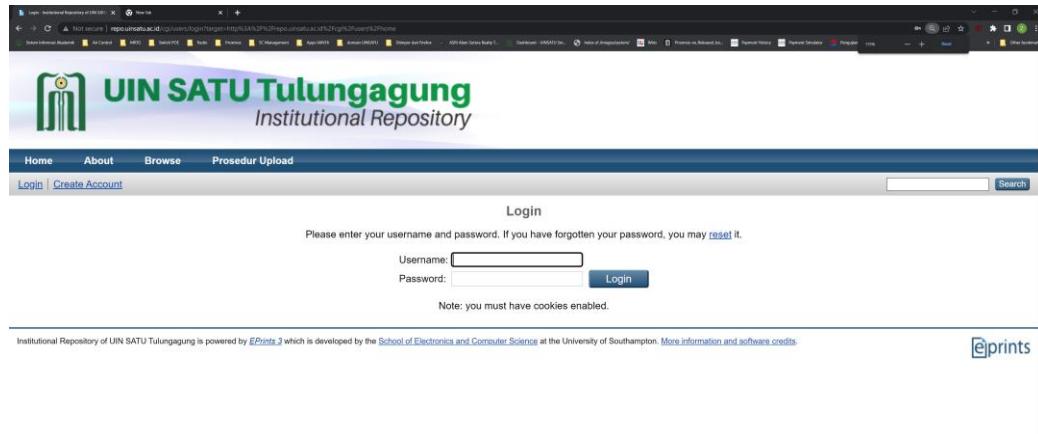
The screenshot shows a web browser window for the Digital Library IAIN TULUNGAGUNG. The title bar says 'Deposit item: PENGEMBANGAN BAHAN AJAR MATEMATIKA BERBASIS REALISTIC MATHEMATICS EDUCATION (RME) PADA MATERI BANGUN RUANG SISI DATAR PESERTA DIDIK KELAS VIII SMP AL KAMAL KUNIR'. Below the title, there's a navigation menu with 'Subjects' highlighted. The main content area contains a 'Deposit' form. At the top of the form, it says 'For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant Institutional Repository of IAIN Tulungagung the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that Institutional Repository of IAIN Tulungagung does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)'. Below this, another section says 'For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at Institutional Repository of IAIN Tulungagung is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.' At the bottom of the form, it says 'Clicking on the deposit button indicates your agreement to these terms.' with two buttons: 'Deposit Item Now' and 'Save for Later'. At the very bottom of the page, there's a footer note: 'Institutional Repository of IAIN Tulungagung is powered by EPrints 3 which is developed by the School of Electronics and Computer Science at the University of Southampton. More information and software credits.'

10. Upload dokumen di repo sudah selesai. Akan tetapi status url repo anda belum dipublikasikan, ikuti langkah-langkah berikut untuk request publikasi url repository.

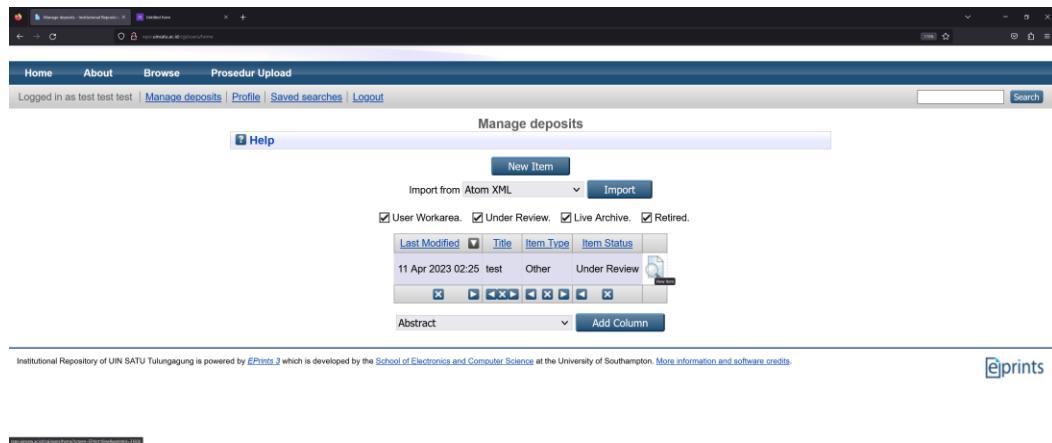
## PROSEDUR REQUEST PUBLIKASI URL REPOSITORY

Prosedure ini dibuat khusus untuk pendampingan Penyusunan DUPAK sebelum berlakunya PermenPAN-RB 1/2023 dengan tujuan mempercepat proses publikasi url repository agar segera bisa di akses publik.

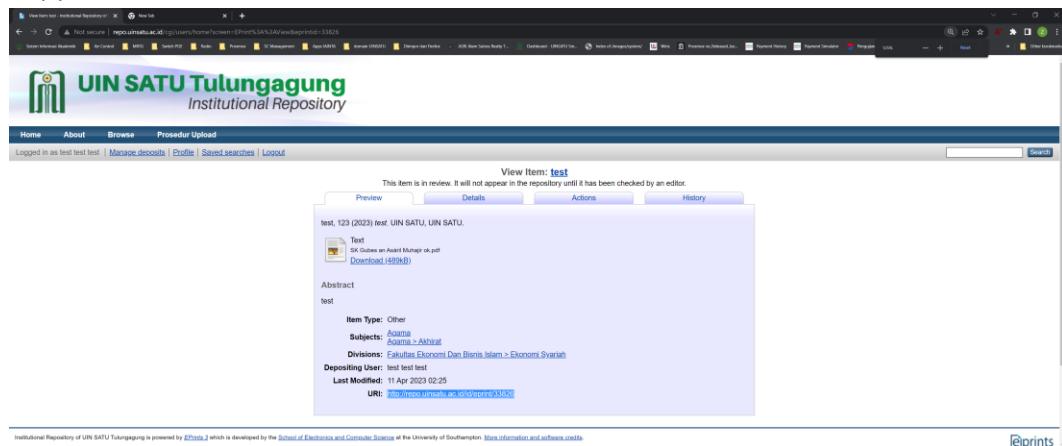
### 1. Login ke akun repository anda



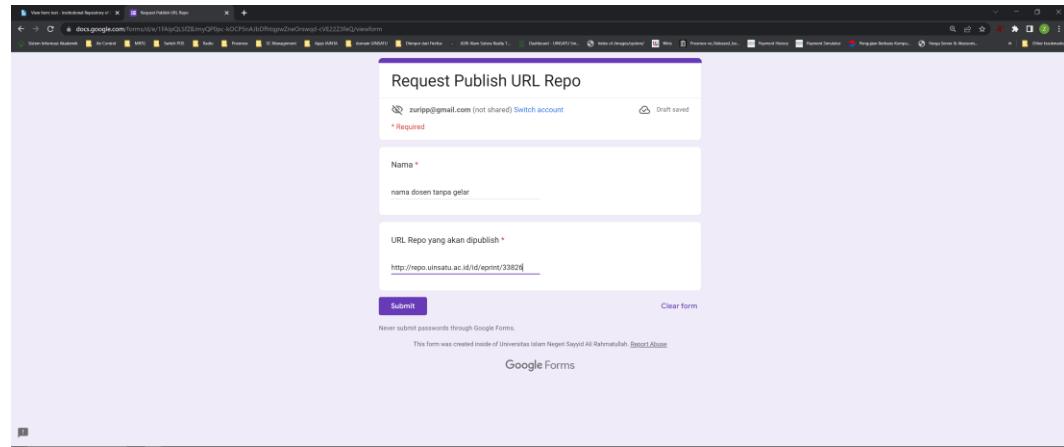
### 2. Pilih item yang akan dipublikasi. Klik View Item. (di langkah ini status artikel anda sudah selesai diupload di repository)



### 3. Copy url item

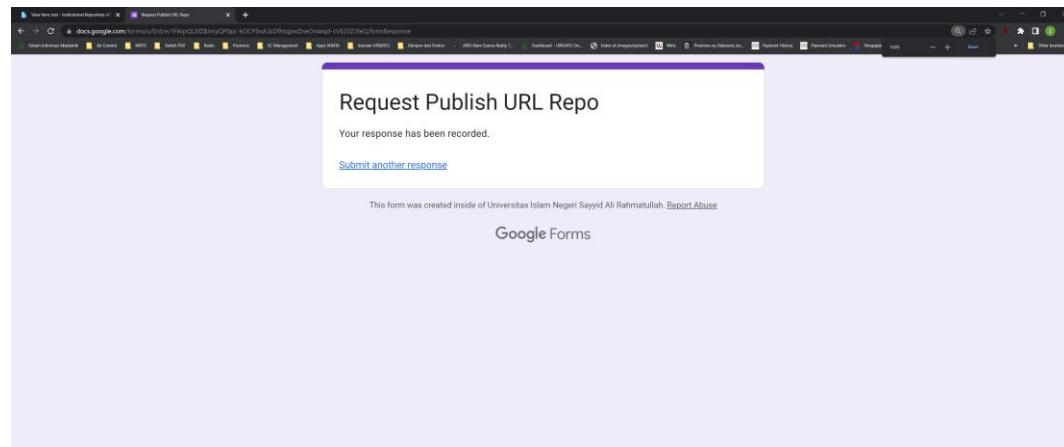


4. Buka link <http://uinsatu.my.id/publishrepo>. Masukkan nama anda dan url repo yang akan dipublish. Klik submit.



The screenshot shows a Google Form titled "Request Publish URL Repo". The form has two required fields: "Nama" (Name) and "URL Repo yang akan dipublish" (URL of the repository to be published). The "Nama" field contains "nama dosen tanpa gelar". The "URL Repo yang akan dipublish" field contains "http://repo.uinsatu.ac.id/id/eprint/3382/". There is a "Submit" button at the bottom left and a "Clear form" button at the bottom right. The form is created inside Universitas Islam Negeri Sayyid Ali Rahmatullah.

5. Selesai. Tunggu antrian url repo anda akan dipublish. Klik Sumbit another response jika ingin melakukan input request publikasi url repo lagi.



The screenshot shows the same Google Form after a response has been submitted. The confirmation message "Your response has been recorded." is displayed at the top. A "Submit another response" button is visible at the bottom left. The rest of the form interface is identical to the previous screenshot.