

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

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



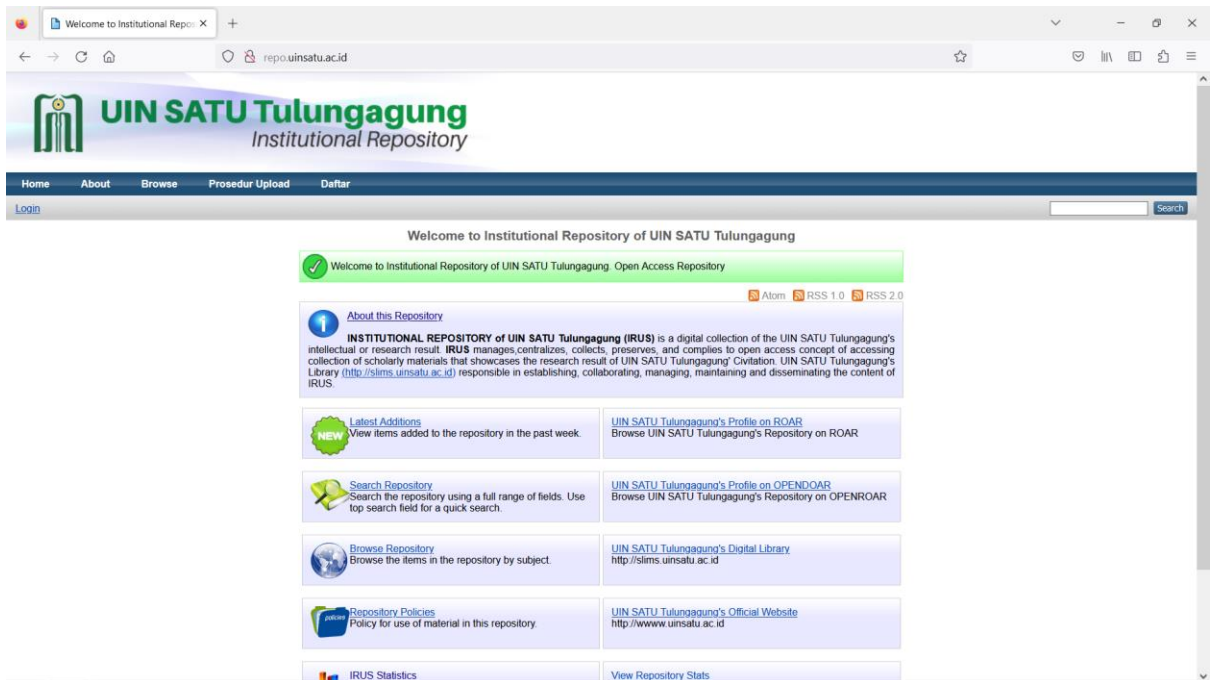
Oleh:

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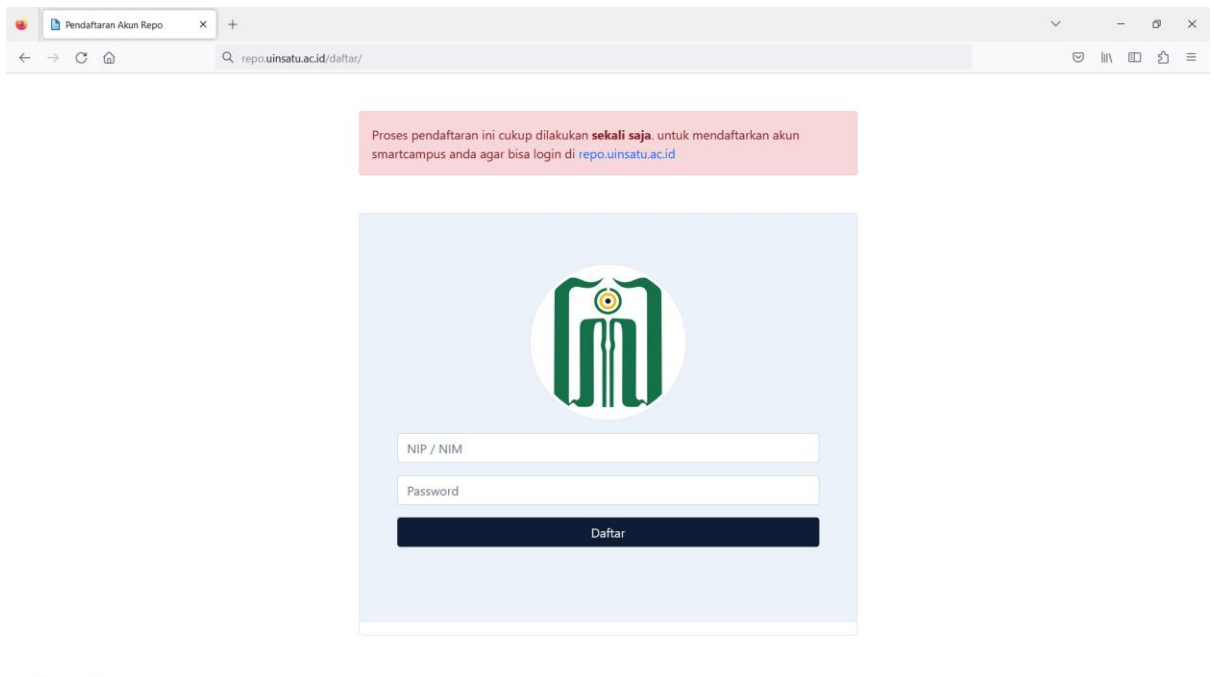
UIN SATU Tulungagung

2023

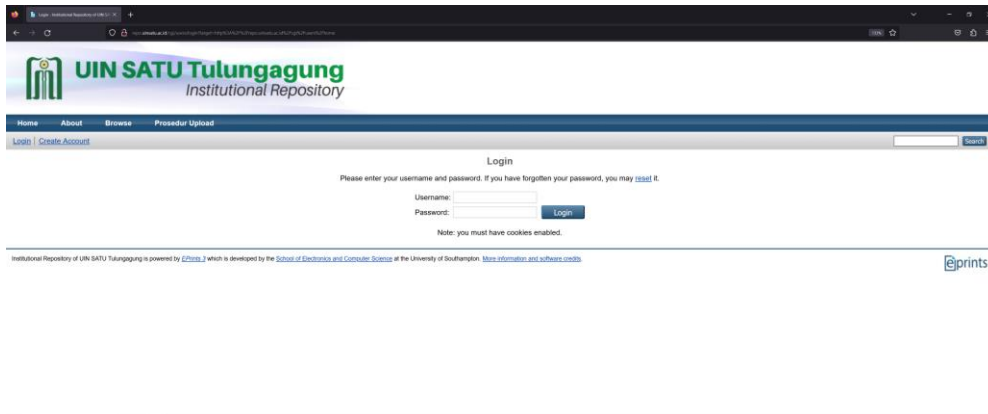
1. Buka web browser ketikkan alamat: <http://repo.uinsatu.ac.id> kemudian klik Daftar (untuk yang belum mempunyai account).



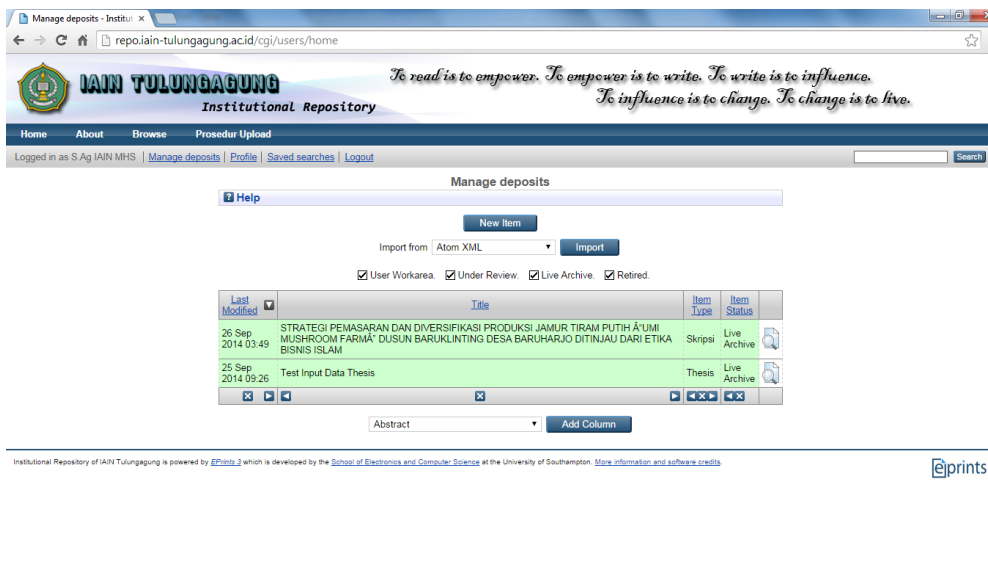
2. Proses pendaftaran ini cukup dilakukan sekali saja. untuk mendaftarkan akun smartcampus anda agar bisa login di <http://repo.uinsatu.ac.id>



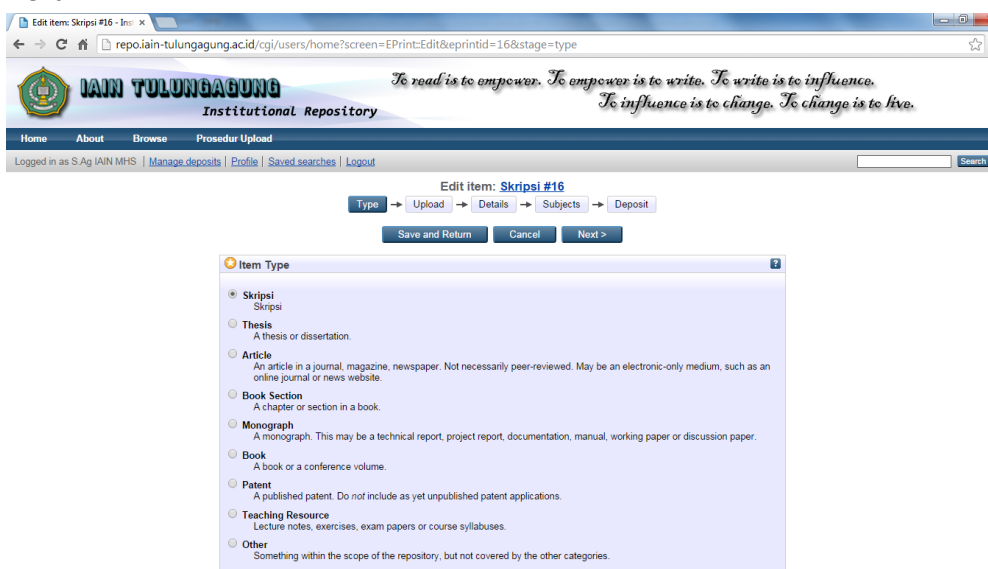
3. Setelah pendaftaran berhasil anda bisa login ke <http://repo.uinsatu.ac.id>



4. Pilih New Item



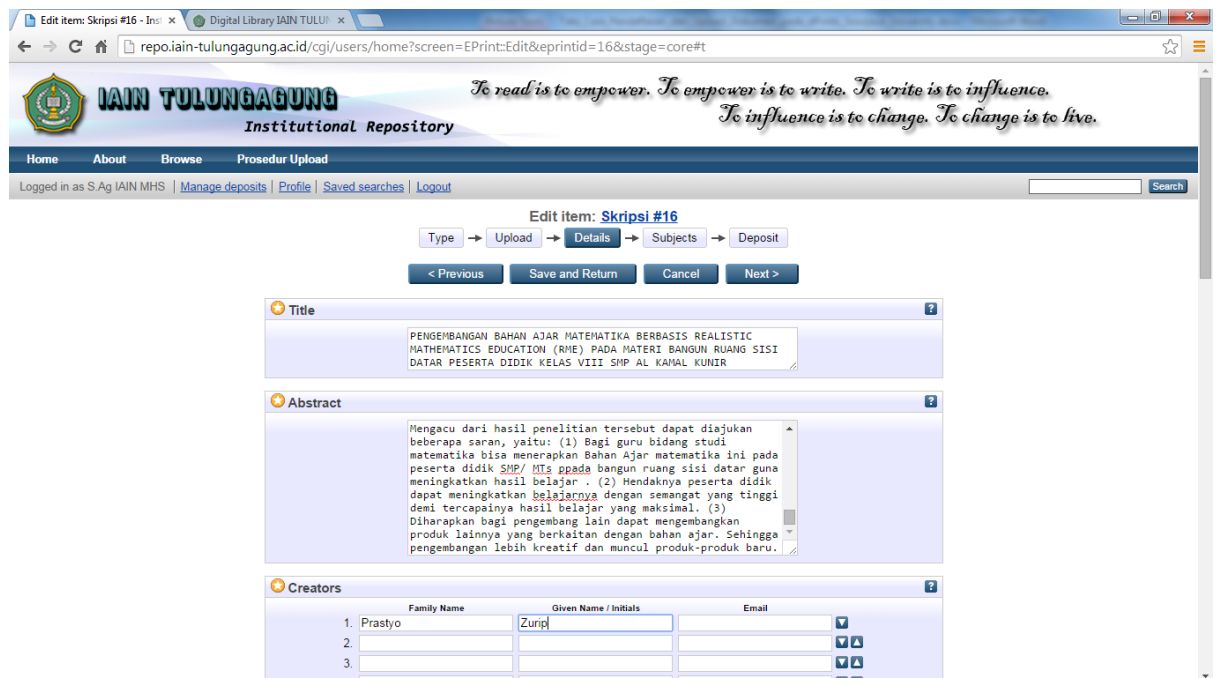
5. Pilih tipe dari dokumen yang akan di-upload. Sebagai contoh di sini dipilih "Skripsi". Klik Next.



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 the 'Subjects' selection interface. At the top, there is a navigation bar with 'Home', 'About', 'Browse', and 'Prosedur Upload'. Below that, the user is logged in as 'S.Ag IAIN MHS'. The main content area displays the item title and a breadcrumb trail: 'Type → Upload → Details → Subjects → Deposit'. The 'Subjects' dropdown menu is open, showing a search bar and a list of categories. The 'Matematika' category is selected, and the 'Next >' button is visible.

9. Pilih Deposit, dan klik Deposit Item Now.

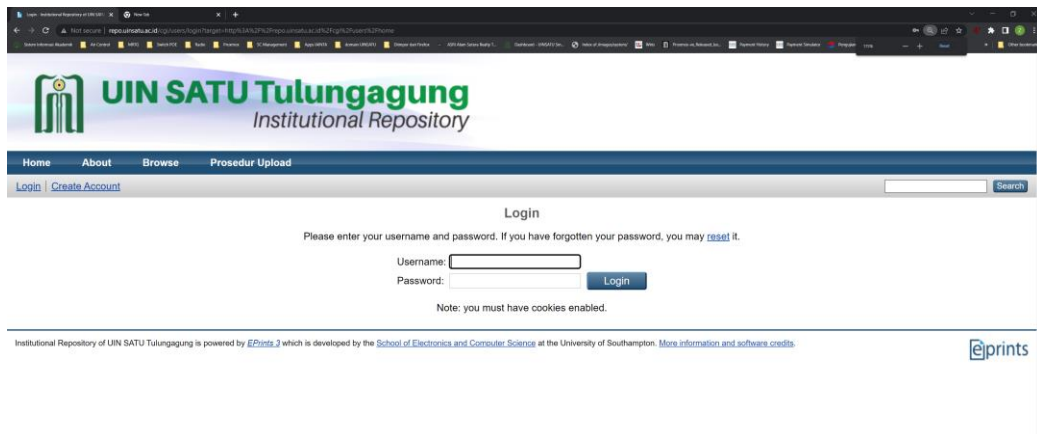
The screenshot shows the 'Deposit' step of the upload process. The page title is 'Deposit item: PENGEMBANGAN BAHAN AJAR MATEMATIKA BERBASIS REALISTIC MATHEMATICS EDUCATION (RME) PADA MATERI BANGUN RUANG SISI DATAR PESERTA DIDIK KELAS VIII SMP AL KAMAL KUNIR'. The breadcrumb trail is 'Type → Upload → Details → Subjects → Deposit'. Below the breadcrumb trail, there is a paragraph of text explaining the deposit process for authors and non-authors. At the bottom, there are two buttons: 'Deposit Item Now' and 'Save for Later'.

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

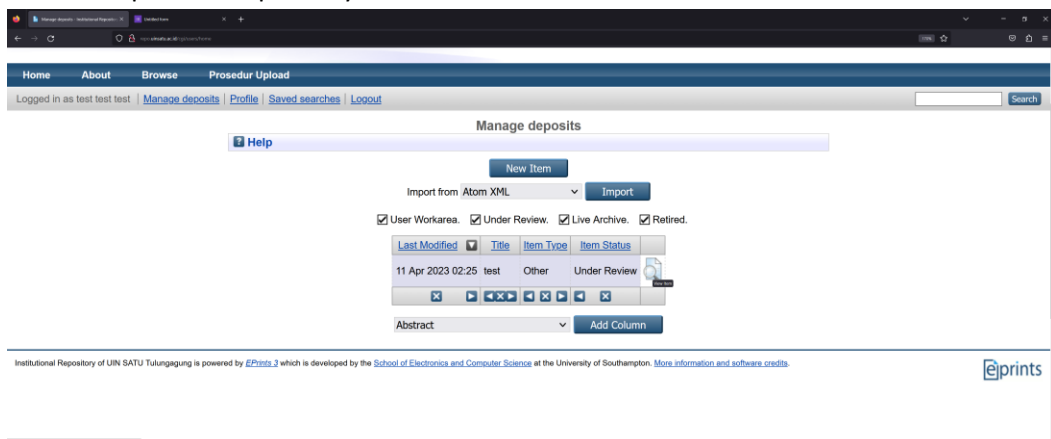
# PROSEDUR REQUEST PUBLIKASI URL REPOSITORY

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.

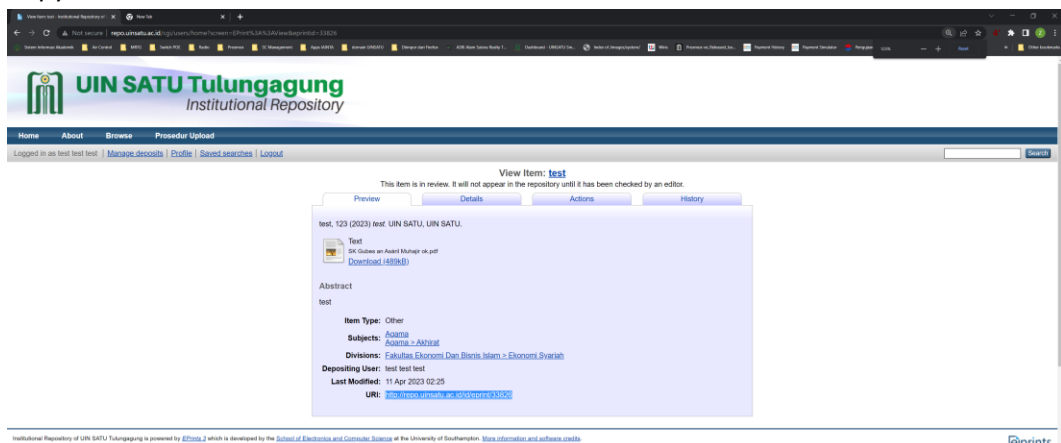
## 1. Login ke akun repository anda



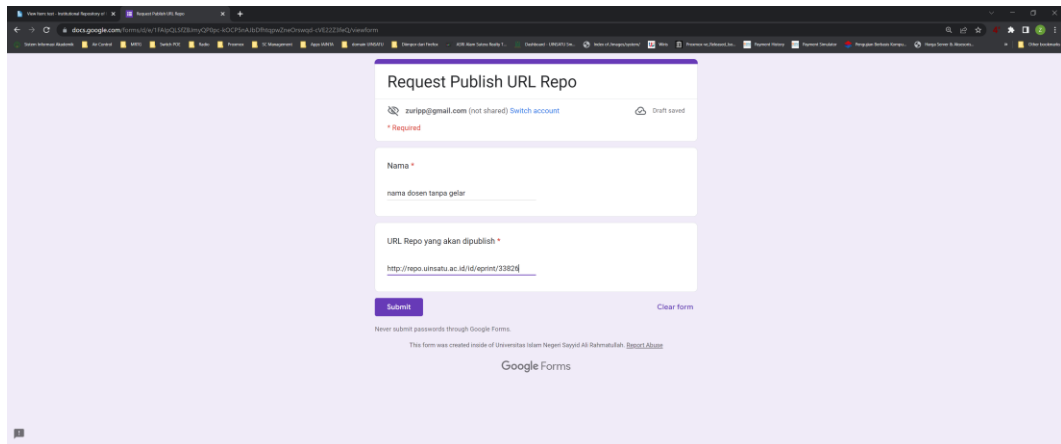
## 2. Pilih item yang akan dipublikasi. Klik View Item. (di langkah ini status artikel anda sudah selesai diupload di repository).



## 3. Copy url item

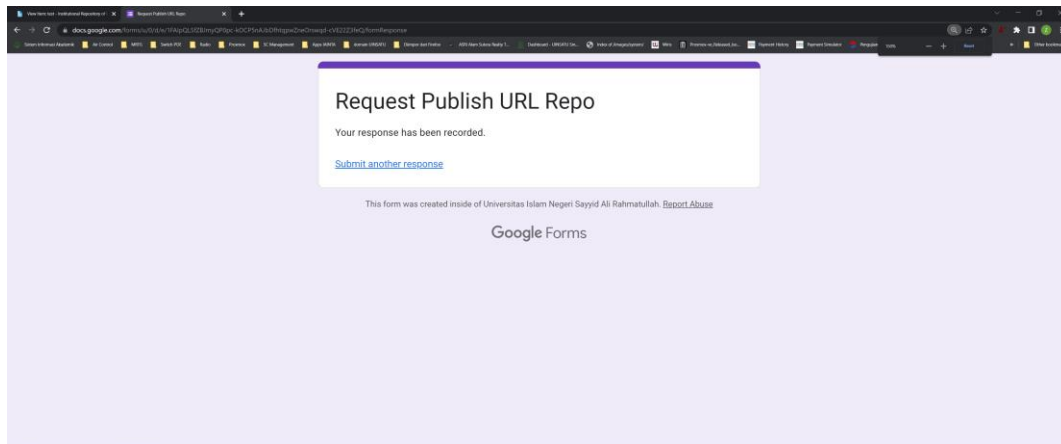


4. Buka link <http://uinsatu.my.id/publishrepo> . Masukkan nama anda dan url repo yang akan dipublish. Klik submit.



The screenshot shows a Google Form titled "Request Publish URL Repo" in a browser window. The form is partially filled out. The email field contains "zurip@gmail.com (not shared) Switch account" and is marked as required. The "Nama" field contains "nama dosen tanpa gelar". The "URL Repo yang akan dipublish" field contains "http://repo.uinsatu.ac.id/id/eprint/3382". Below the fields are "Submit" and "Clear form" buttons. At the bottom, it says "Never submit passwords through Google Forms." and "This form was created inside of Universitas Islam Negeri Sayyid Ali Rahmatullah. Report Abuse". The Google Forms logo is at the bottom center.

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 titled "Request Publish URL Repo" after submission. The form area is mostly empty, with a white box containing the message "Your response has been recorded." and a blue link "Submit another response". Below this, it says "This form was created inside of Universitas Islam Negeri Sayyid Ali Rahmatullah. Report Abuse". The Google Forms logo is at the bottom center.