Tun Dr Lim Chong Eu Library

WOU OER Repository

User Guide on How to Sign Up and Deposit Item
(for WOU Staff use only)

A. USER SIGN UP FOR LOGIN ACCOUNT

- This section is for new user to sign up (**one time only**) to request for a login account to deposit open educational resources into the repository. Item submitted will need to go through the review and approval process (i.e. Library WEKO administrator) before it is uploaded to the repository.

- To get started, go to WOU's OER institutional repository website at **http://weko.wou.edu.my**

- From the homepage of the repository, click on the header link **Sign Up (For WOU staff only)** located at the top right-hand corner of the page.

Figure 1. WOU's OER Institutional Repository

▪ Enter the required information when you see the **User registration** window screen (*Figure 2*). Fields marked with red asterisk (*****) are mandatory fields, you must enter the required information.

Figure 2. User registration window

▪ Click on the **OK** button. Next you will be directed to the following window screen as confirmation of your sign up registration (*Figure 3*). Click on the **Close** button.

Figure 3. Confirmation of registration

- User will then receive an activation key (it is a hyperlink to click and activate) via e-mail to get started. Remember to record your registered username and password.

B. USER DEPOSIT ITEM TO REPOSITORY

- Next, go to WOU's OER institutional repository website at **http://weko.wou.edu.my**
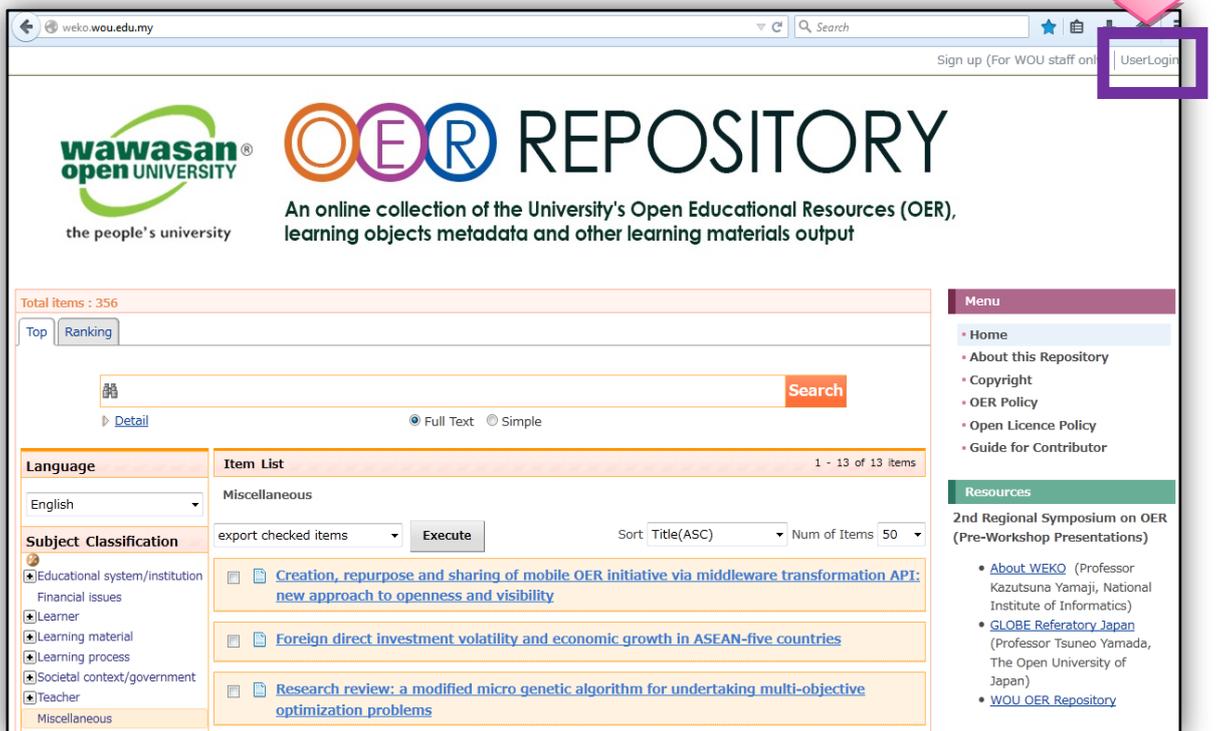
User login

- Click on **User Login** link located at the top right-hand corner of the page. Login with your registered username and password (*Figure 4*). Click on the **Login** button.
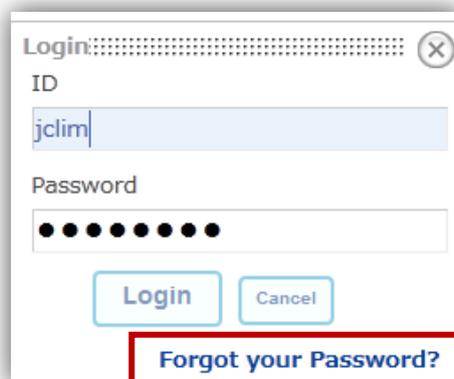
Figure 4. User login

- In case you have forgotten your password, click on the **Forgot your password**? link and enter your registered e-mail address (*Figure 5*).

Figure 5. Reset password

- If your login is successful, you will see your name displayed on the homepage's header menu (*Figure 6*).
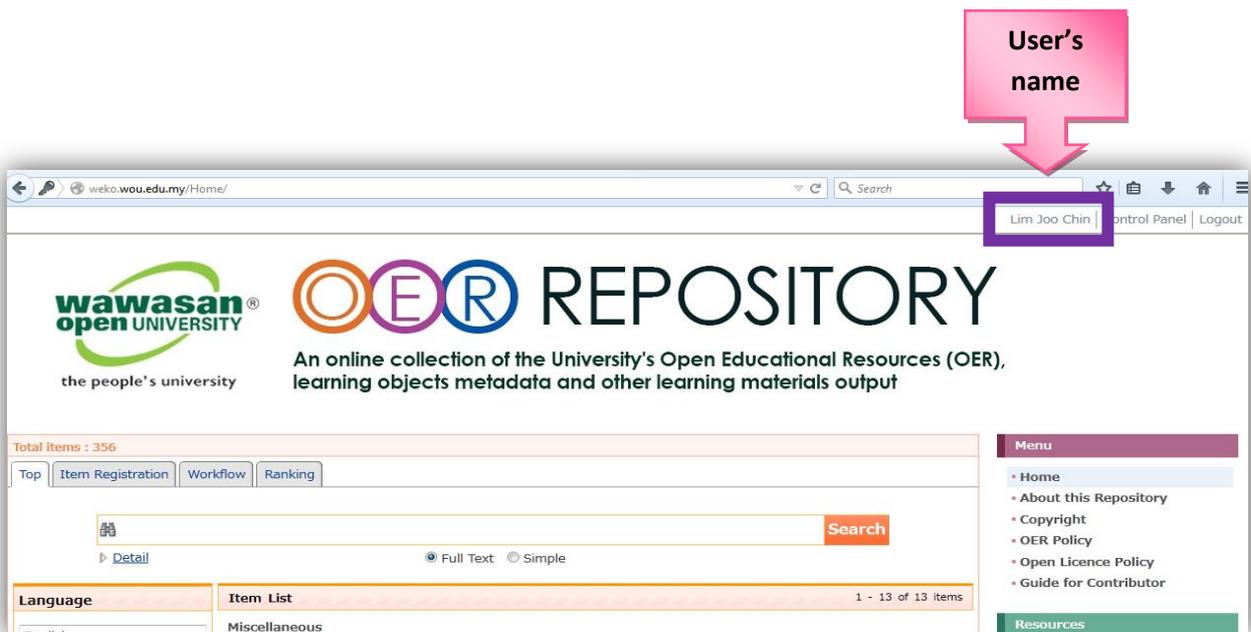
Figure 6. User's profile window

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▪ To start depositing your item, click on the **Item Registration** tab menu as shown below (*Figure 7*).
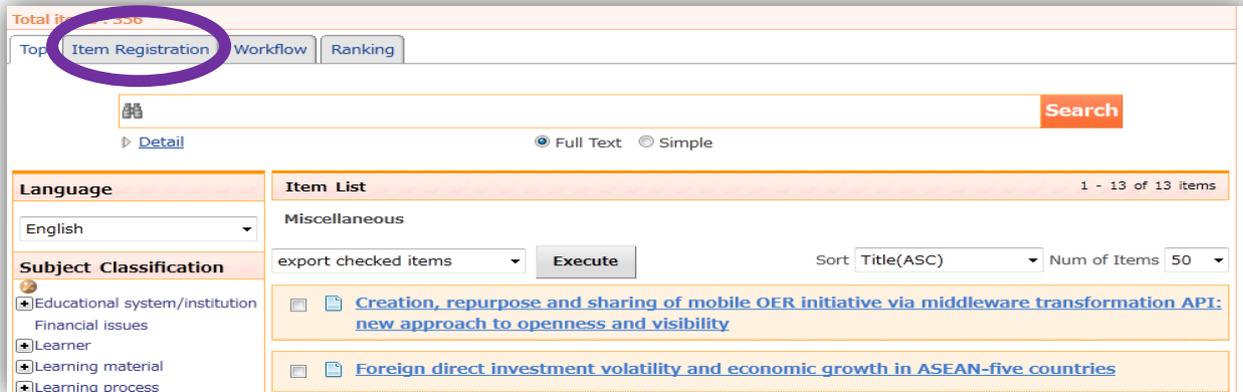
Figure 7. Item registration

▪ Select the **Item Type** from the drop-down menu list – choose **WOU Research Output** as the item type (*Figure 8*). Click on the **Next** button.
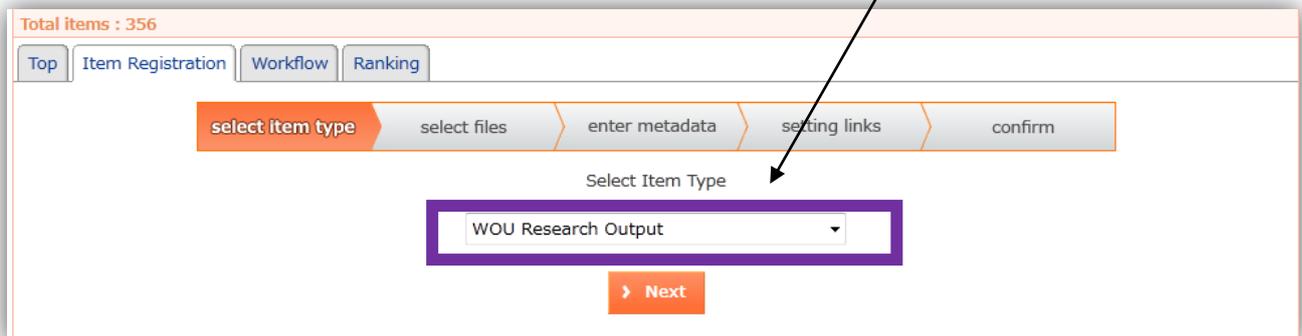
Figure 8. Select item type

▪ Select your file content from your local machine. Click on **More Input Row** button if you have multiple files to attach. Click on the **Next** button. Clicking on the **Save** button will save your registration information until this stage (*Figure 9*).
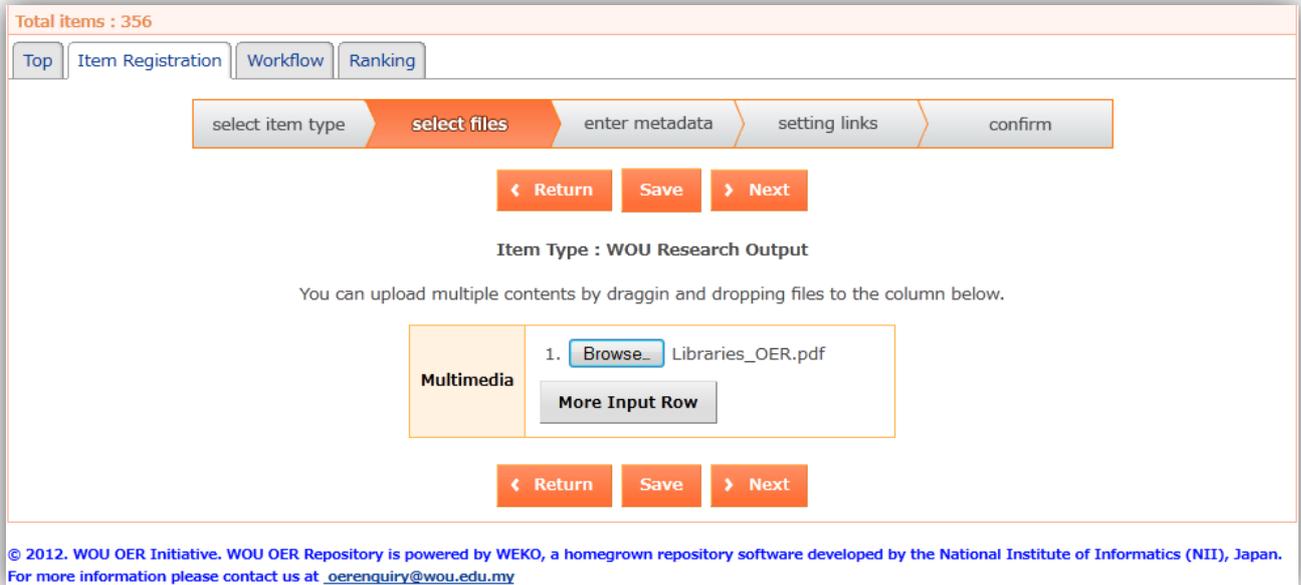
Figure 9. Multimedia file attachment

- Provide the link name for your file title. Under the License field, select **item number 5** (*in Japanese*) from the drop-down menu list which represents the <u>Creative Commons Attribution-NonCommercial-ShareAlike</u> (CC BY-NC-SA) license (i.e. WOU's License Policy). If you have attached multiple files, you will see similar multiple screens where you must enter the link name and apply the said license of your file individually (*Figure 10*).
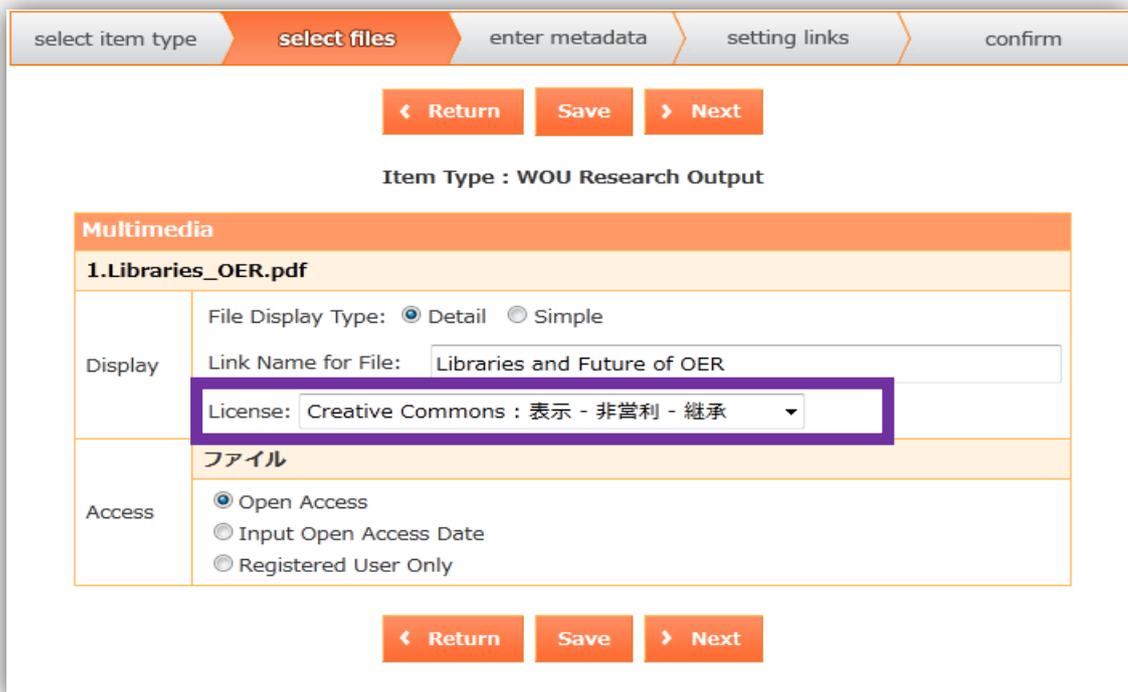

Figure 10. License and access control settings

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- If you prefer free-text description, select "write your own license", and enter your description in the text box area (*Figure 11*).

Figure 11. Description of license

- Select the access control option to your file - Open access, Input open access date or Registered User only

- Select the file display option – Detail or Simple. Click on **Save** or **Next** button.

- Input item's metadata in the next window screen (*Figure 12*). Fields marked with red asterisk (*) are mandatory fields, where you have to input the required information e.g. Title (repeat for Title in English), Language, Publication date, Description and Input Centre (please type : Wawasan Open University).

- You can also auto-input metadata from external databases by selecting the Bibliographic DB eg. Amazon or PubMed. Enter available information (e.g. record ID) and click on **Get Data** button (*Figure 12*).

Figure 12. Metadata page

- Once completed, click on the **Save** or **Nex**t button.

- Select the appropriate subject classification (parent-child) tree to classify your item. Check the appropriate index box(es) (*Figure 13*).

- Once completed, click on the **Save** or **Next** button.
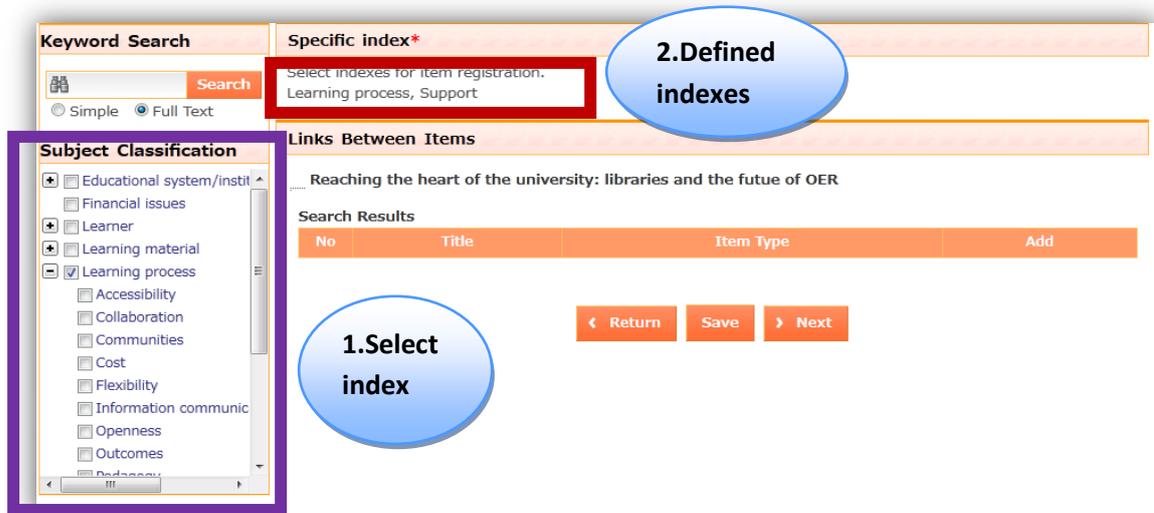
Figure 13. Define classification tree index

- Confirm your metadata entry. Click on the **Finish** button (*Figure 14).*
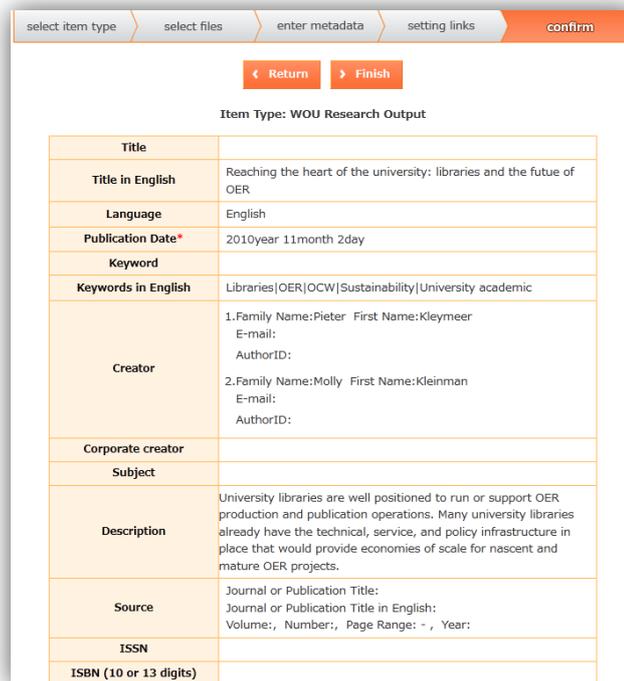
Figure 14. Completed metadata for confirmation

- Repeat all the above steps if you have another item to deposit. If none, click on the **Logout** button to exit.

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- Deposited item will be stored under the **Workflow → Under Review** section (*Figure 15*), pending Library Administrator's review and approval to release to the repository. You can still edit the metadata before Administrator's review.
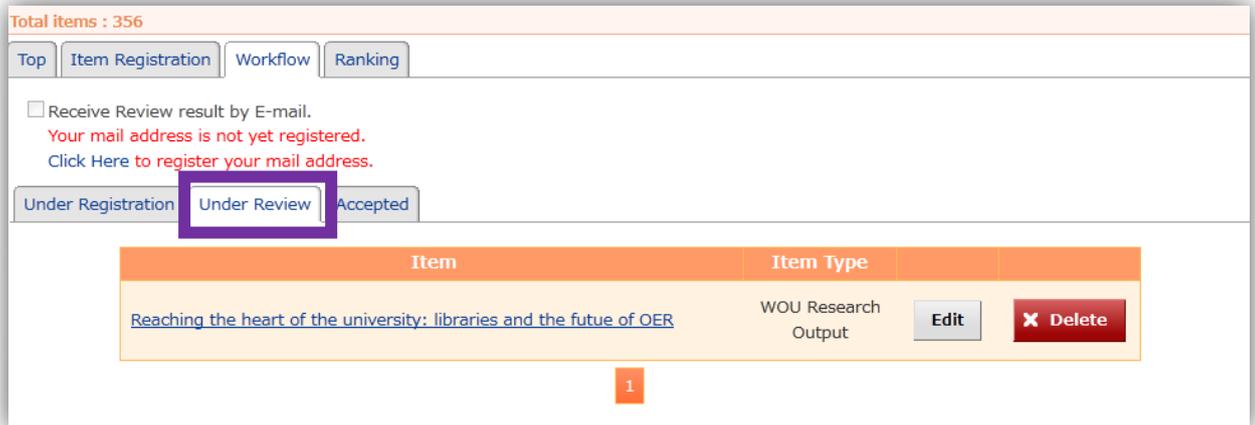
Figure 15. Item under review status

- User will be notified via e-mail once item deposited has been approved and published to the repository.

- User can use the repository's search engine tools to locate the material (*Figure 16*).

Figure 16. Search engine

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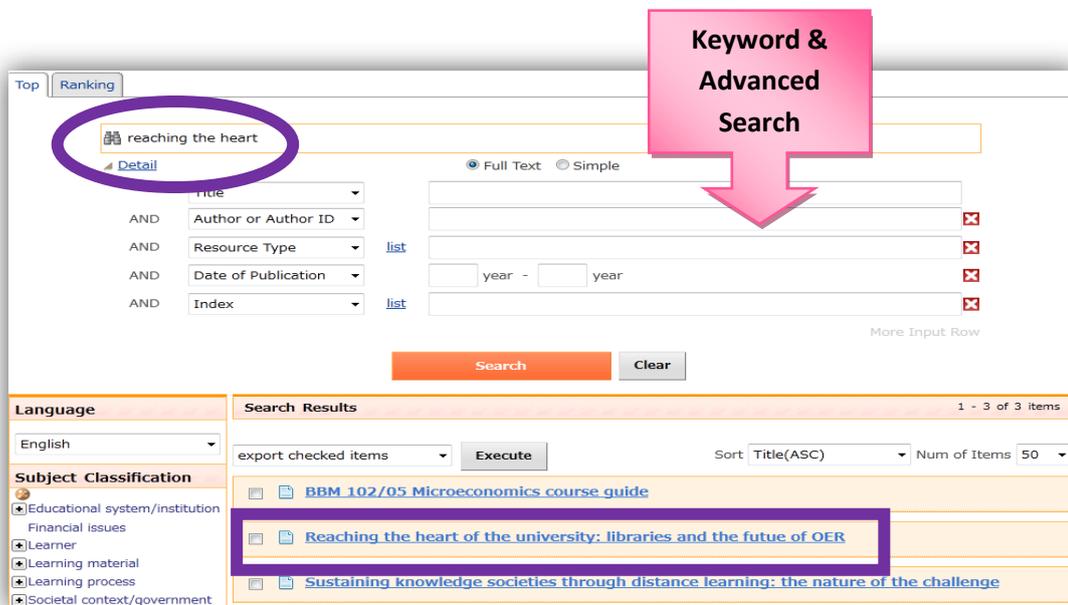
▪ Below is an example of the metadata of a published item (*Figure 17*).

Figure 17. Search result metadata

~ Thank you for your contribution ~