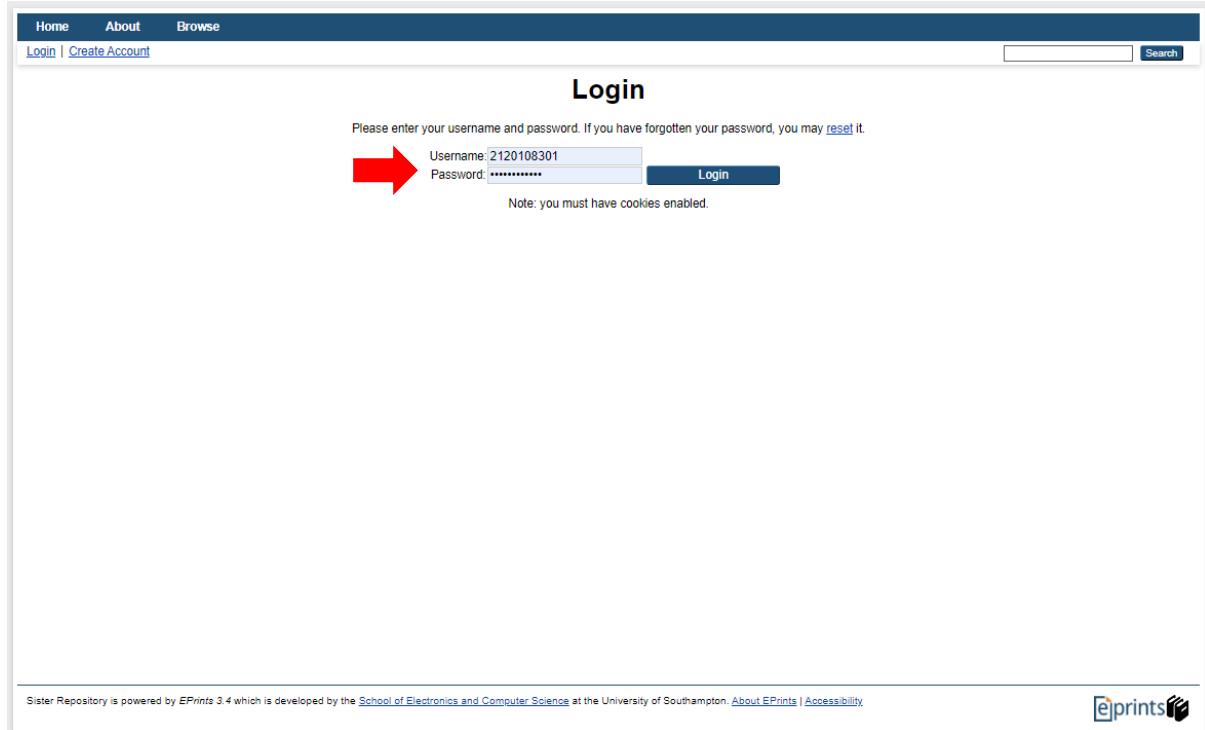


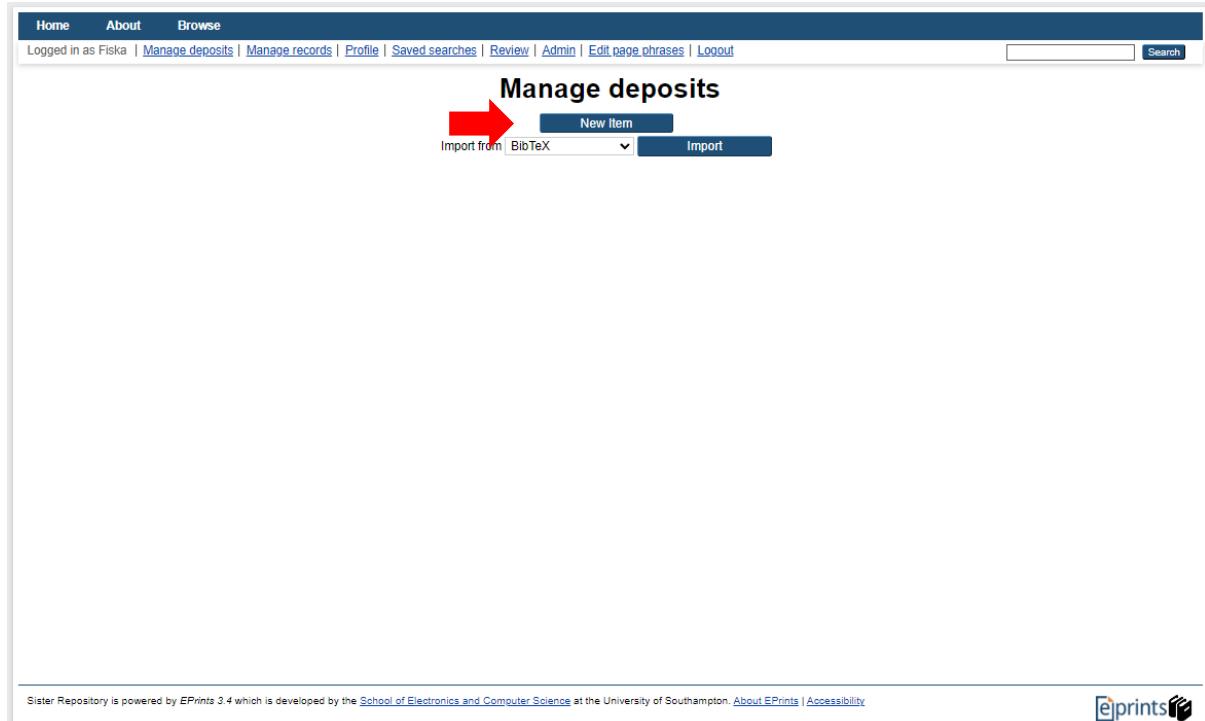
PANDUAN UNGGAH DOKUMEN KE REPOSITER UNIVERSITAS ALMA ATA

1. Kunjungi laman berikut untuk login: <https://reposister.almaata.ac.id/cgi/users/login>
2. Masukkan username berupa NIDN dan password, kemudian klik login.



The screenshot shows a login interface for a digital repository. At the top, there are links for 'Home', 'About', and 'Browse'. Below that is a 'Login | Create Account' link and a search bar. The main area is titled 'Login' and contains instructions: 'Please enter your username and password. If you have forgotten your password, you may [reset it](#)'. There are two input fields: 'Username: 2120108301' and 'Password:'. A red arrow points to the 'Username' field. To the right of the password field is a 'Login' button. Below the input fields is a note: 'Note: you must have cookies enabled.' At the bottom of the page, it says 'Sister Repository is powered by EPrints 3.4 which is developed by the [School of Electronics and Computer Science](#) at the University of Southampton. [About EPrints](#) | [Accessibility](#)' and features the eprints logo.

3. Klik tombol “New Item”.



The screenshot shows a 'Manage deposits' page. At the top, there are links for 'Home', 'About', 'Browse', and a user status message 'Logged in as Fiska | [Manage deposits](#) | [Manage records](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Edit page phrases](#) | [Logout](#)'. Below that is a search bar. The main title is 'Manage deposits'. There is a 'New Item' button highlighted with a red arrow. Below it is a dropdown menu 'Import from: BibTeX' and an 'Import' button. At the bottom of the page, it says 'Sister Repository is powered by EPrints 3.4 which is developed by the [School of Electronics and Computer Science](#) at the University of Southampton. [About EPrints](#) | [Accessibility](#)' and features the eprints logo.

4. Pilih tipe item/dokumen yang ingin diunggah.
5. Klik “next”.

Home About Browse
Logged in as Fiska | Manage deposits | Manage records | Profile | Saved searches | Review | Admin | Edit page phrases | Logout Search

Edit item: Article #13

Type → Upload → Details → Subjects → Deposit

Save and Return Cancel Next >



Item Type

Article
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.

Book Section
A chapter or section in a book.

Monograph
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.

Conference or Workshop Item
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.

Book
A book or a conference volume.

Thesis
A thesis or dissertation.

Patent
A published patent. Do not include as yet unpublished patent applications.

Artefact
An artist's artefact or work product.

Show/Exhibition
An artist's exhibition or site specific performance-based deposit.

Composition
A musical composition.

Performance
Performance of a musical event.

Image
A digital photograph or visual image.

Video
A digital video.

Audio
A sound recording.

Dataset
A bounded collection of quantitative data (e.g. spreadsheet or XML data file).

Experiment
Experimental data with intermediate analyses and summary results.

Teaching Resource
Lecture notes, exercises, exam papers or course syllabuses.

Other
Something within the scope of the repository, but not covered by the other categories.

Save and Return Cancel Next >

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6. Klik tombol “Choose File” untuk mengunggah berkas dokumen atau lainnya.

7. Isi baris data berkas sebagai berikut:

(Bagian dengan ikon bintang wajib diisi.)

- a. Type: [sesuai dengan jenis berkas]
- b. Description: [deskripsi data, mis. Presensi, jurnal mengajar, artikel, dll.]
- c. Visible to: Anyone
- d. Language: [bahasa yang sesuai]

Type → Upload → Details → Subjects → Deposit

[< Previous](#) [Save and Return](#) [Cancel](#) [Next >](#)

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA Romeo](#) tool to verify publisher policies before depositing.

File [From URL](#)

Select file to upload [Choose File](#) No file chosen

Text (Jurnal Mengajar)
doc_0520128701_0610230646_34.pdf
1MB

[Show options](#)

Content: UNSPECIFIED [?](#)
Type: Text [?](#)
Description: Jurnal Mengajar [?](#)
Visible to: Anyone [?](#)
License: UNSPECIFIED [?](#)
Embargo expiry date: Year: [?](#) Month: Unspecified [?](#) Day: ? [?](#)
Reason for Embargo: UNSPECIFIED [?](#)
Language: English [?](#)

[Update Metadata](#)

[< Previous](#) [Save and Return](#) [Cancel](#) [Next >](#)

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8. Klik “Next” untuk masuk ke halaman detil dokumen.
9. Di halaman “Details” masukkan:
 - a. Title: [Judul Dokumen]
 - b. Creators: Masukkan **NIDN dosen** di kolom Family Name dan Given Name. Hal ini untuk menghindari dokumen yang diupload terindeks dan masuk ke dalam akun google scholar dosen.
 - c. **Divisions:** [Pilih program studi dosen]
Hal ini agar editor (sekprodi) dapat melakukan review dan mempublikasikan dokumen di repositer. **Apabila tidak diisi, Sekprodi tidak dapat mengakses dokumen tersebut.**
 - d. Publication Details:
 - i. Status: [pilih “published”]
 - ii. Publisher: [ketik Universitas Alma Ata atau publisher lainnya terkait dokumen yang diunggah]

Home About Browse
Logged in as Fiska | Manage deposits | Manage records | Profile | Saved searches | Review | Admin | Edit page phrases | Logout | Search

Edit

Type → Upload → Details → Subjects

< Previous Cancel Save and Return Next >

Title
Panduan Register UAA

Abstract

Creators

Family Name	Given Name / Initials	Email
1. 2120108301	2120108301	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4.		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Corporate Creators

1.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Contributors

Contribution	Family Name	Given Name / Initials	Email
1. UNSPECIFIED			<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. UNSPECIFIED			<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. UNSPECIFIED			<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. UNSPECIFIED			<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Divisions

- Fakultas Ekonomi & Bisnis: S1 Manajemen
- Fakultas Ekonomi & Bisnis: S1 Perbankan Syariah
- Fakultas Ilmu Tarbiyah dan Keguruan: S1 Pendidikan Agama Islam**
- Fakultas Ilmu Tarbiyah dan Keguruan: S1 Pendidikan Guru MI
- Fakultas Ilmu Tarbiyah dan Keguruan: S1 Pendidikan Guru SD
- Fakultas Ilmu Tarbiyah dan Keguruan: S1 Pendidikan Matematika
- Fakultas Ilmu Tarbiyah dan Keguruan: S2 Pendidikan Agama Islam
- Fakultas Komputer & Teknik: S1 Informatika
- Fakultas Komputer & Teknik: S1 Sistem Informasi
- Fakultas Ilmu-ilmu Kesehatan: D3 Kebidanan

Publication Details

Status: Published In Press Submitted Unpublished

Date: Year: Month: Unspecified Day: ?

Date Type: UNSPECIFIED Publication Submission Completion

Official URL:

Place of Publication:

Publisher: Universitas Alma Ata

Identification Number:

Related URLs:

URL	URL Type
	UNSPECIFIED

More input rows

10. Klik "Next" untuk masuk ke laman Subject.
11. Pada kolom "subject" pilih (klik tombol "add") pada bidang dan sub bidang tridharma yang sesuai dengan dokumen (Minimal 1 subjek).

Edit item: Presensi

Type → Upload → Details → Subjects → Deposit

< Previous Save and Return Cancel Next >

Subjects

Search for subject: Search Clear

- A. Bidang Pendidikan
 - A1. Pendidikan Formal
 - A2. Pelatihan Dasar
- B. Bidang Pengajaran
 - B01. Pelaksanaan Perkuliahan
 - B02. Bimbingan Seminar
 - B03. Bimbingan Praktik Lapangan (KKN/PKL/PPL)
 - B04. Bimbingan Tugas Akhir
 - B05. Pengujian Ujian Akhir/Profesi
 - B06. Pembinaan Kegiatan Mahasiswa (Akademik & Kemahasiswaan)
 - B07. Pengembangan Program Kuliah (RPS/Perangkat Pembelajaran)
 - B08. Pengembangan Bahan Kuliah
 - B09. Penyampaian Orasi Ilmiah
 - B10. Jabatan di Perguruan Tinggi
 - B11. Bimbingan Dosen dengan Jabatan Lebih Rendah
 - B12. Detasering & Pencangkilonan Dosen
 - B13. Pendampingan Mahasiswa Luar dalam Program Kementerian
 - B14. Kegiatan Pengembangan Diri
- C. Bidang Penelitian
 - C01. Publikasi Karya Ilmiah sesuai Bidang Keilmuan
 - C02. Hasil Penelitian/Pemikiran yang Didesiminasi
 - C03. Hasil Penelitian/Pemikiran yang Tidak Dipublikasikan
 - C04. Menerjemahkan/Menyadur Buku Ilmiah
 - C05. Mengedit dan Menyunting Karya Ilmiah
 - C06. Rancangan atau Karya Teknologi yang Dipatenkan atau Seni yang Terdaftar di HAKI
 - C07. Karya Non-Paten/HKI yang diimplementasikan di Masyarakat
 - C08. Rumusan Kebijakan yang Berkontribusi dalam Pembangunan
 - C09. Karya Non-Paten/HKI yang Dipresentasikan di Forum Teragenda
- D. Bidang Pengabdian kepada Masyarakat
- E. Bidang Penunjang

< Previous Save and Return Cancel Next >

12. Klik tombol “Next” untuk masuk ke laman “Deposit”
13. Klik tombol “Deposit Item Now” agar diarahkan ke laman “View Item”.

Deposit item: Presensi

Type → Upload → Details → Subjects → Deposit

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant Sister Repository 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 Sister Repository 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.)

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 Sister Repository 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.

Clicking on the deposit button indicates your agreement to these terms.

Deposit Item Now **Save for Later**

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eprints 

14. Klik kanan tautan (link) download dan klik copy/salin tautan untuk mendapatkan alamat langsung dokumen yang diunggah.

The screenshot shows the 'View Item: Presensi' page in the EPrints interface. At the top, there are two message boxes: a green one stating 'Item has been deposited.' and an orange one warning that the item will not appear on the public website until checked by an editor. Below these are several tabs: Preview, Details, Actions, History, and Issues. A context menu is open over a document thumbnail, with the 'Copy link' option highlighted by a red arrow. The menu also includes options like 'Open link in new tab', 'Add to Collections', and 'Share'.

15. Hubungi Sekprodi untuk meninjau dan mempublikasikan dokumen.