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Paper: G

Membership and Subscription in DSpace

ARD Prasad ard@drtc.isibang.ac.in

Documentation Research & Training Centre 8th Mile Mysore Road, RV College PO Bangalore-560 059

Paper: G

1.Becoming Member of Dspace

1. Go to your DSpace Website: http://yoururl:8080/dspace/

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Address 🕘 http://www.dr	rtc.isibang.ac.in:9080/insa/	🔽 🋃 Go 🛛 Links 🎽
Go Advanced Search	Indian National Science Academy	Open 🗠 Access
→ <u>Home</u>	Welcome to the digital repository of INSA!	Digital Repository
Browse	Search	For feed back and suggestions, please contact Dr. Usha
 → Collections → Titles 	Enter some text in the box below to search DSpace.	Munshi
 → <u>Authors</u> → By Date 		
	Communities in DSpace	
Sign on to:	Select a community to browse its collections.	
Receive email updates	Publications	
→ My DSpace authorized users		
' <u>Edit Profile</u>		
		×
8		Internet

- 2. Click on 'My Dspace'. DSpace requires authorization,
 - > In case if you want to submit a document to a collection
 - > You want to access an area in Dspace for administrative, review or approval work.
- 3. One needs to register for login. Click on 'Click here to register'.

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Log In to DSpace	<u>Help</u>
New user? <u>Click here to register</u> .	
Please enter your e-mail address and password into the form below.	
E-mail Address: Password:	
Log In	
Have you forgotten your password?	
DShane Software Convright @ 2002-2004 MIT and Hewlett-Darkard - Feedbark	>
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4. Enter your email address and click on 'Register' button.



5. You should get following screen.

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Search DSpace:	INSA >	-
Go Advanced Search	Registration E-mail Sent	
→ <u>Home</u>	You have been sent an e-mail containing a special URL, or "token". When you visit this URL, you will need to fill out some simple information. After that, you'll be ready to log into DSpace!	
Browse		
 <u>Communities</u> <u>& Collections</u> 		
Titles		
→ <u>Authors</u>		
→ By Date		
Sign on to:		~
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6. You receive an email.

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DRTC - Microsoft Inter	net Explorer		
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Address 🙆 http://drtc.isibang	g.ac.in/mail/src/webmail.php		💌 🄁 Go Links
Folders Last Refresh: Thu, 2:58 pm (refresh folder list) INBOX (21) Drafts Sent Trash (purge)	Current Folder: INBOX Compose Addresses Folders Optic Previous Next 1 2 3 4 5 6 7 22 22 All Move Selected To: INBOX V Move Forward Thread View	ons Search <u>Help</u> 3 24 25 Show Al	Sign Out <u>Fetch Calendar</u> SquirrelMail <u>1 Toggle</u> Viewing Messages: 1 to 15 (372 total) Transform Selected Messages: Read Unread Delete
Greenstone	From D	Date 🖿	Subject 🗖
	🔲 insa-noreply@drtc.isibang.ac.in	2:56 pm	DSpace Account Registration
	🔲 ard-drtc	9:29 am	+ (no subject)
	ard-drtc	9:29 am	+ (no subject)
	🔲 Aditya Tripathi	Wed, 10:59 am	+ (no subject)
	🔲 devika@drtc.isibang.ac.in	Tue, 1:07 pm	+ <u>file</u>
	🔲 Central Computer Centre	Mon, 12:10 pm	Telephone
	🔲 sainul@iiitmk.ac.in	Jun 10, 2004	<u>Re: Good News</u>
	🔲 sainul@iiitmk.ac.in	Jun 9, 2004	A Good News
	🗌 Sneha Shukla	Jun 8, 2004	+ <u>Fw: updata ur cv and send to be</u> immediately
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7. Click on the URL sent to you or copy this URL in location bar.

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Folders Last Refresh: Thu, 2:58 pm (<u>refresh folder list</u>)	Current Folder: INBOX Compose Addresses Folders Options Search Help Fetch Calendar	Sign Out SquirrelMail	
	Message List Delete Previous Next Fo	orward Reply Reply All	
INBOX (21) Drafts Sent Trash (purge) DLRG Greenstone	Subject: DSpace Account Registration From: insa-noreply@dttc.isibang.ac.in Date: Thu, June 17, 2004 2:56 pm To: aditya@dttc.isibang.ac.in Priceity: Nauraal	<u>View Full Header</u> <u>View Printable Version</u>	
Pronty: Normal To complete registration for a DSpace account, please click the link below: <u>http://drtc.isibang.ac.in:9080/insa/register?token=aa32bab3cd4eac78f8184</u> If you need assistance with your account, please email <u>insa-help@drtc.isibang.ac.in</u> or call us at (91 - 11) 23221931. upto 1950 The INSA Team			
http://drtc.isibang.ac.in:90)80/insa/register?token=aa32bab3cd4eac78f81849d591349b0d	Internet	

8. You should get the following form. Fill up the form and click on 'Complete Registration' button.

Caution: Password is case sensitive.

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Address 🗃 http://drtc.isibang.ac.i	in:9080/insa/register?token=aa32bab3cd4e	ac78f81849d591349b0d 🛛 💽 🄁	Go Links »
Search DSpace: INSA	>		~
Advanced Search Re	gistration Informa	tion	
→ <u>Home</u> Pleas	e enter the following information	n. The fields marked with a * are required.	
Browse	First name*:	Aditya	
<u>Communities</u> <u>& Collections</u>	Last name*:	Tripathi	
	Contact telephone:	8483002 ext. 493	
Authors Authors			
→ <u>By Date</u> Pleas into	e choose a password and enter the second box. It should be at	it into the box below, and confirm it by typing it least six characters long.	again
Sign on to:	Pas	sword:	
Receive email updates			
→ My DSpace	Again to C		
authorized users	_	Complete Registration	
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9. Following page should appear. That means registration is complete.

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Address 🕘 http://drtc.isi	bang.ac.in:9080/insa/register 🛛 💽 Go	Links »
() INDIA	य राष्ट्रीय विज्ञान अकादमी N NATIONAL SCIENCE ACADEMY	<u>^</u>
Search DSpace:	INSA >	
Go Advanced Search	Registration Complete	
→ Home	Thank you Aditya,	
Browse	You're now registered to use the DSpace system. You can subscribe to collections to receive e-mail updates about new items. Return to DSpace Home	
→ Authors		
By Date By Date Date		
Sign on to:		×
🕘 Done	🌒 Internet	

2. Login to Dspace

1. Go to Dspace home in our case it is <u>http://drtc.isibang.ac.in:9080/insa/</u> and select 'My Dspace'.

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Address 🚳 http://drto	.isibang.ac.in:9080/insa/password-login	💌 🄁 Go	Links »
ाNDI	तीय राष्ट्रीय विज्ञान अकादमी AN NATIONAL SCIENCE ACADEMY		
Log In to	DSpace	<u>Help</u>	
	New user? <u>Click here to register</u> .		
	Please enter your e-mail address and password into the form below.		
	E-mail Address: aditya@drtc.isibang.ac.in Password:		
	Log In		
	Have you forgotten your password?		
Snace Softwar	e Convrint @ 2002-2004 MIT and Hewlott-Darkard - Feedbark		×
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2. The following page should appear that means you have logged in and ready for submission.

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o भारतीय INDIAN	प राष्ट्रीय विज्ञान अकादमी N NATIONAL SCIENCE ACADEMY	
Logged in as aditya@drtc.isiba (<u>Loqout</u>)	INSA > My DSpace: Aditya Tripathi	E
Search DSpace: Go Advanced Search	Start a New Submission View Accepted Submissions	
Frome Browse Communities <u>& Collections</u> Titles Authors By Date	See Your Subscriptions	~
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3. Forgot your password

 If the password you entered is wrong or email you entered is wrong, following should appear. CLICK ON 'forgotten your password'. Caution: Password is case sensitive

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Address 🙆 http://drto	: .isibang.ac.in:9080/insa/password-login	💌 🄁 Go	Links »
ा भारत INDI	तीय राष्ट्रीय विज्ञान अकादमी AN NATIONAL SCIENCE ACADEMY		
Log In to	DSpace	lelp	
The e-mail ad	dress and password you supplied were not valid. Please try again, or have <u>your password</u> ?	you <u>forgott</u>	en
	New user? <u>Click here to register</u> .		
	Please enter your e-mail address and password into the form below.		
	E-mail Address:		
	Password:		
<	Log In		~
Done .	····	Internet	

2. Enter your email, which you used for registration. CLICK ON 'I Forgot My Password'.

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() ।NDIA	य राष्ट्रीय विज्ञान अकादमी N NATIONAL SCIENCE ACADEMY
Search DSpace: Go Advanced Search	INSA > Forgotten Password
→ <u>Home</u>	Please enter your e-mail address in the box below and click "I Forgot My Password". You'll be sent an e-mail which will allow you to set a new password.
Browse	E-mail Address: aditya@drtc.isibang.ac.in
 Communities Collections 	L Fornot My Password
→ <u>Titles</u>	- Thongst my radional
→ <u>By Date</u>	
Sign on to:	
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3. Following page should appear and then check your email.



4. Open the link given in the message,

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Folders Last Refresh:	Compose Addresses Folders Options Search Help Fetch Calendar SquirrelMail	
(refresh folder list)	Message List Delete Previous Next Forward Reply Reply All	
	Subject: Change Password Request View Full Header View Printable Version	
INBOX (22)	From: insa-noreply@drtc.isibang.ac.in	
Dratts Sent	Date: Thu, June 17, 2004 4:06 pm	
Trash (purge)	To: aditya@drtc.isibang.ac.in	
DLRG	Priority: Normal	
Greenstone	To change the password for your DSpace account, please click the link below:	
	http://drtc.isibang.ac.in:9080/insa/forgot?token=d7ee90a42391dfe0a376b357d	74
	If you need assistance with your account, please email <u>insa-help@drtc.isibang.ac.in</u> or call us at (91 - 11) 23221931. upto 1950	
	The INSA Team	
	Download this as a file	
		>
E	Internet	

5. Enter your new password and click on 'Set New Password'. Caution: Password is case sensitive.

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भारतीय राष्ट्रीय विज्ञान अकादमी INDIAN NATIONAL SCIENCE ACADEMY			
Search DSnace:	INSA >		
Advanced Search	Enter a New Password		
→ <u>Home</u>	Hello Aditya Tripathi,		
Browse	Please enter a new password into the box below, and confirm it by typing it again into the second box. It should be at least six characters long.		
Communities & Collections	New Password:		
· <u>→</u> <u>Titles</u>			
	Again to Confirm:		
→ <u>By Date</u>	Set New Password		
Sign on to:			
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6. Your password is changed now.

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Search DSpace:	INSA >		
Go Advanced Search	Password Changed		
🔿 Home	Thank you, your new password has been set and is active immediately.		
	Go to DSpace Home		
Browse			
→ Communities & Collections			
Authors			
⊖ <u>By Date</u>			
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4. Editing profile

1. Go to Dspace homepage. Chose 'Edit Profile' from the section 'Sign on to' section.

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Go Advanced Search → Home	Indian National Science Academy Welcome to the digital repository of INSA!	Open Access Digital Repository
Browse Communities & Collections	Search Enter some text in the box below to search DSpace.	For feed back and suggestions, please contact <u>Dr. Usha</u> <u>Munshi</u>
· ● <u>Titles</u> ● <u>Authors</u>	G 0	
⊖ <u>By Date</u>	Communities in DSpace	
Sign on to:	Select a community to browse its collections.	
 <u>Receive email</u> <u>updates</u> 	Publications	
 My DSpace authorized users 		
🥶 <u>Edit Profile</u>		~
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2. Login to the page using your email id and password.

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	तीय राष्ट्रीय विज्ञान अकादमी IAN NATIONAL SCIENCE ACADEMY	
Log In to	DSpace	Help
	New user? <u>Click here to register</u> .	
	Please enter your e-mail address and password into the form below.	3
	E-mail Address: aditya@drtc.isibang.ac.in	
	Password:	
	Log In	
	Have you forgotten your password?	
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3. Edit your profile and CLICK ON 'Update Profile'. Your profile will be updated.

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()	Edit Your Profile	2
Search DSpace: Go Advanced Search	Please enter or amend the following (More Help)	information. The fields marked with a * are required.
→ <u>Home</u>	First name*:	Aditya
Browse	Last name*:	Tripathi
<u>Communities</u> <u>& Collections</u>	Contact telephone:	8483002 ext. 493
 → <u>Titles</u> → <u>Authors</u> 	Optionally , you can choose a new p by typing it again into the second be long.	password and enter it into the box below, and confirm it ox for verification. It should be at least six characters
By Date	long.	
Sign on to:	New Pas	sword:
 <u>Receive email</u> <u>updates</u> 	Again to C	onfirm:
<u>My DSpace</u> authorized users		Update Profile
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5. Subscription

1. Go to DSpace homepage and click on the community you want to subscribe.

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Address 🙆 http://www.c	rtc.isibang.ac.in:9080/insa/	💌 🄁 Go
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Search DSpace: Go Advanced Search	INSA > Indian National Science Academy	This is an Open Access
⊛ <u>Home</u>	Welcome to the digital repository of INSA!	Repository
Browse Communities & Collections Titles Authors Authors	Search Enter some text in the box below to search DSpace. Go	For teed back and suggestions, please contact <u>Dr. Usha</u> <u>Munshi</u>
U Dy Date	Communities in DSpace	
Sign on to:	Select a community to browse its collections.	
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2. Click on the Collection you want to subscribe, for example Test.

Paper: G



3. Click on 'Subscribe' to subscribe collection.

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Address 🙆 http://www.	drtc.isibang.ac.in:9080/insa/handle/123456789/20	💌 🄁 Go
Go Advanced Search → Home	Test Collection home page	A multi TeV muon bundle observed in the KGF underground detector
Browse	In: Test Search for Go or browse Titles Authors By Date	
Sign on to: <u>Receive email</u> <u>updates</u> <u>My DSpace</u> authorized users 	Submit to This Collection Submit to This Collection to receive daily e-mail notification of new additions	
Edit Profile		

4. Fill up your login information

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Address 🚳 http://www.drtc.isibang.ac.in:9080/insa/password-login		💌 🄁 Go
witten भारतीय राष्ट्रीय विज्ञान अकादमी Indian National Science Academy		
Log In to DSpace	Help	
New user? <u>Click here to register</u> .		
Please enter your e-mail address and password into the form below.		
E-mail Address: aditya@drtc.isibang.ac.in		
Log In		
Have you <u>forgotten your password</u> ?		
DSpace Software Convrint @ 2002-2004 MIT and Hewlett-Darkard - Feedbark		~
E Done	🥝 Internet	

5. You have subscribed the collection 'Test'. You will receive email on any new submission. You can unsubscribe clicking on 'Unsubscribe' button at any time.



