

*DRTC-HP International Workshop on
Building Digital Libraries using DSpace
7th – 11th March, 2005
DRTC, Bangalore*

Paper: G

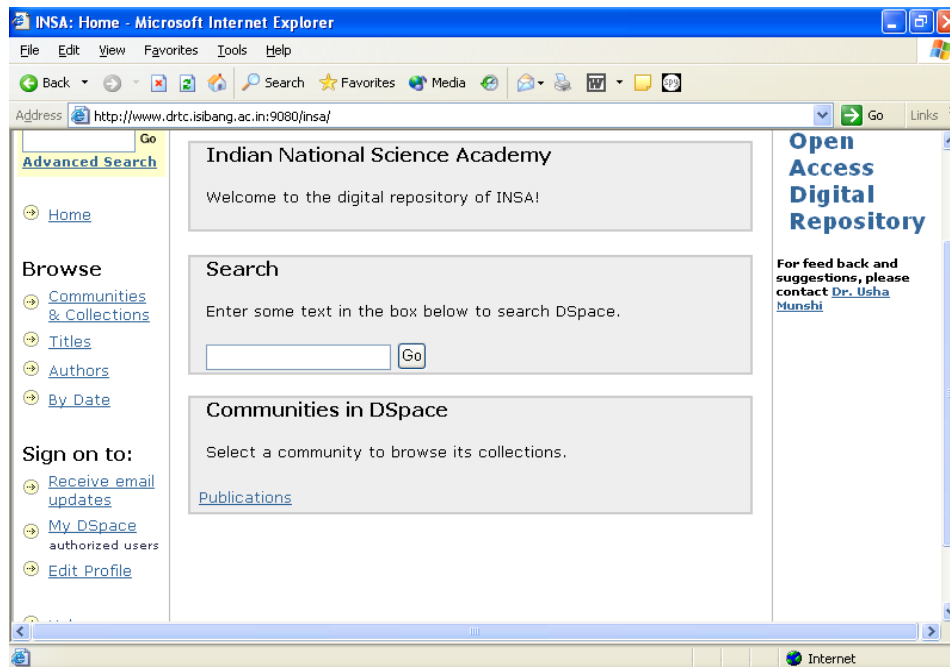
Membership and Subscription in DSpace

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1. Becoming Member of Dspace

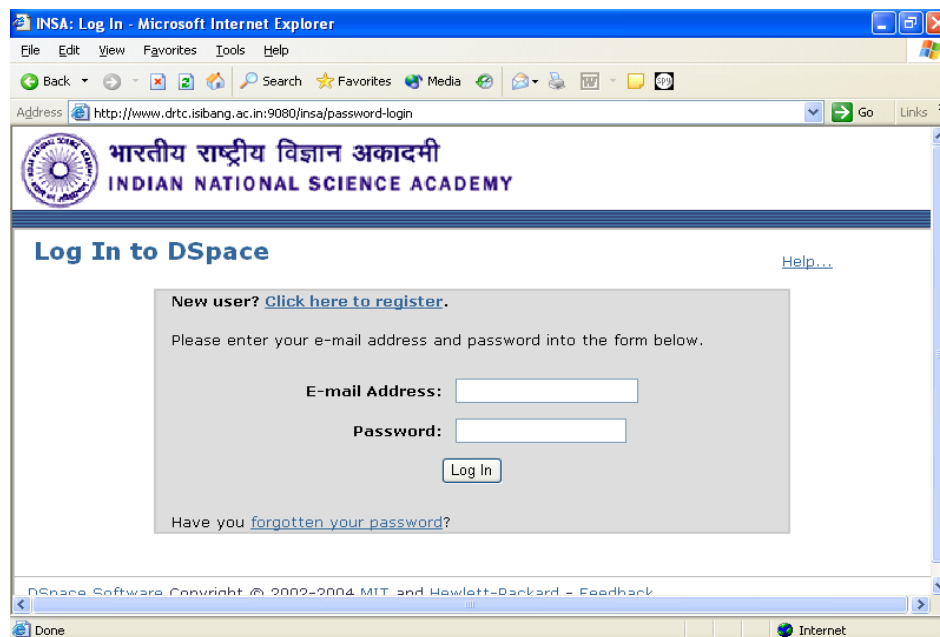
1. Go to your DSpace Website: <http://yoururl:8080/dspace/>



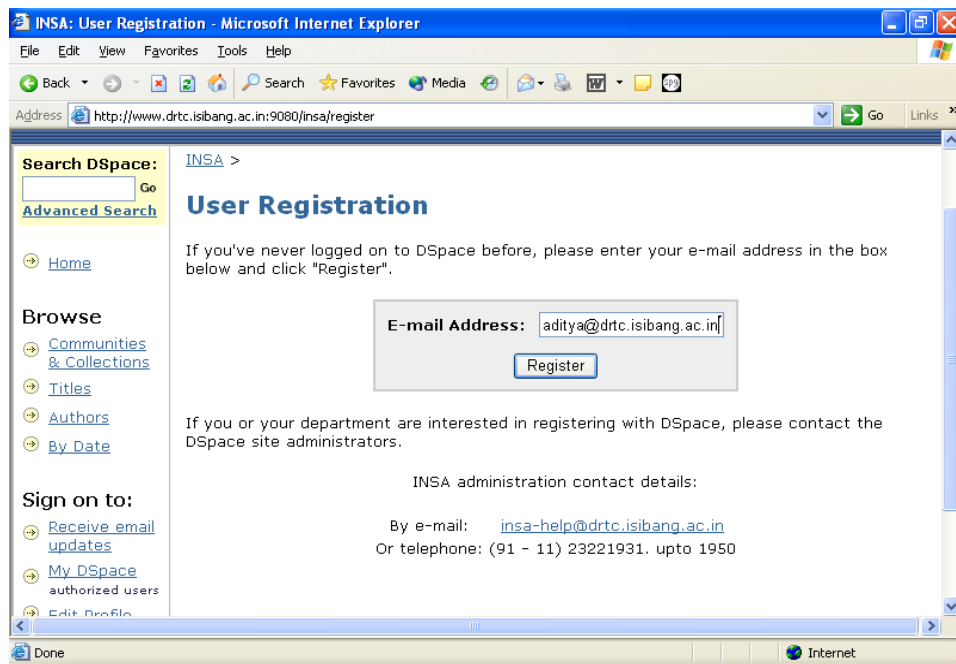
2. Click on 'My Dspace'. DSpace requires authorization,

- 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.

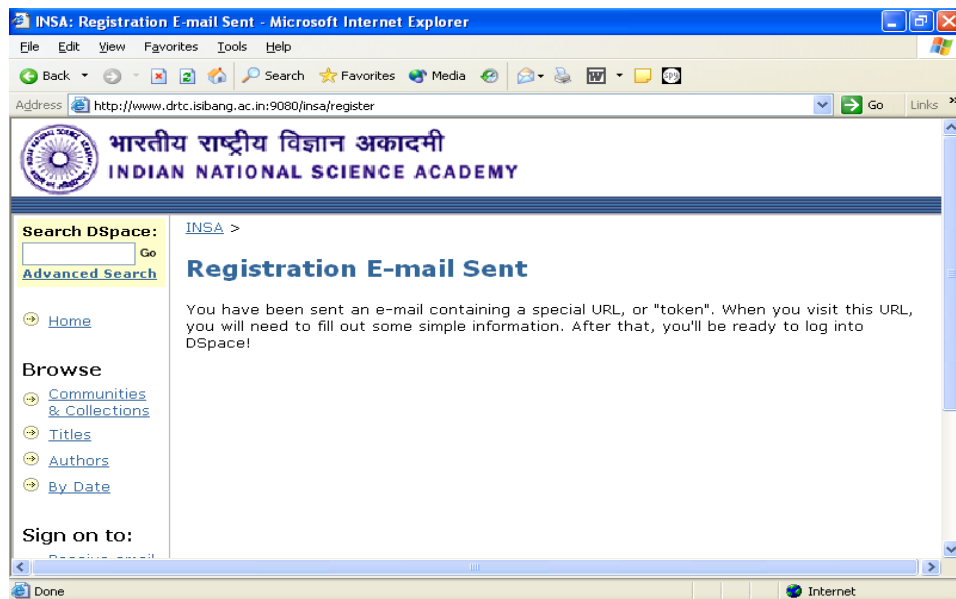
3. One needs to register for login. Click on 'Click here to register'.



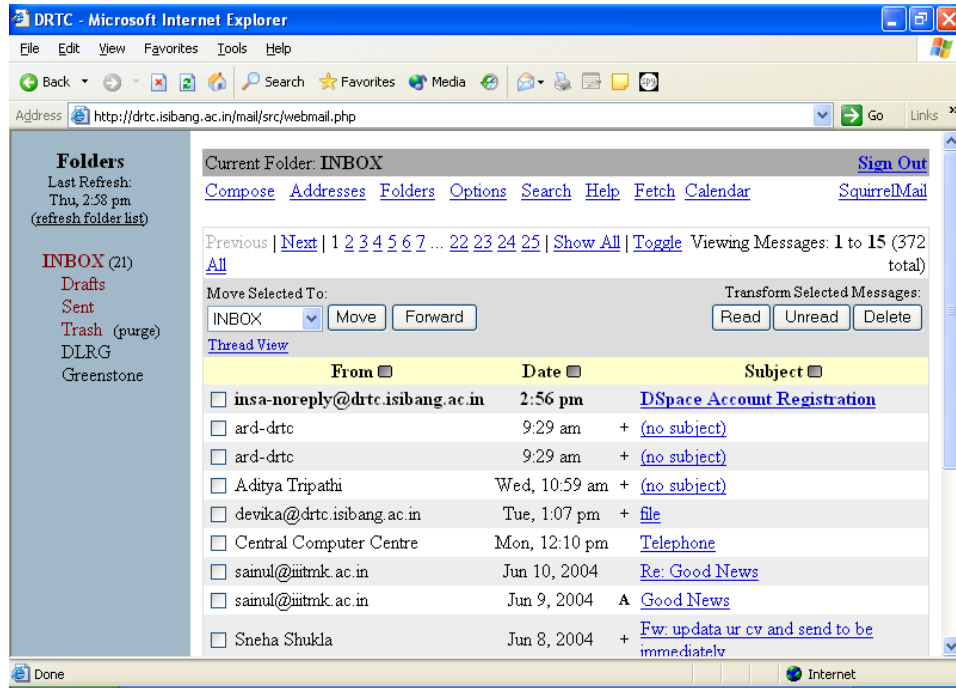
4. Enter your email address and click on 'Register' button.



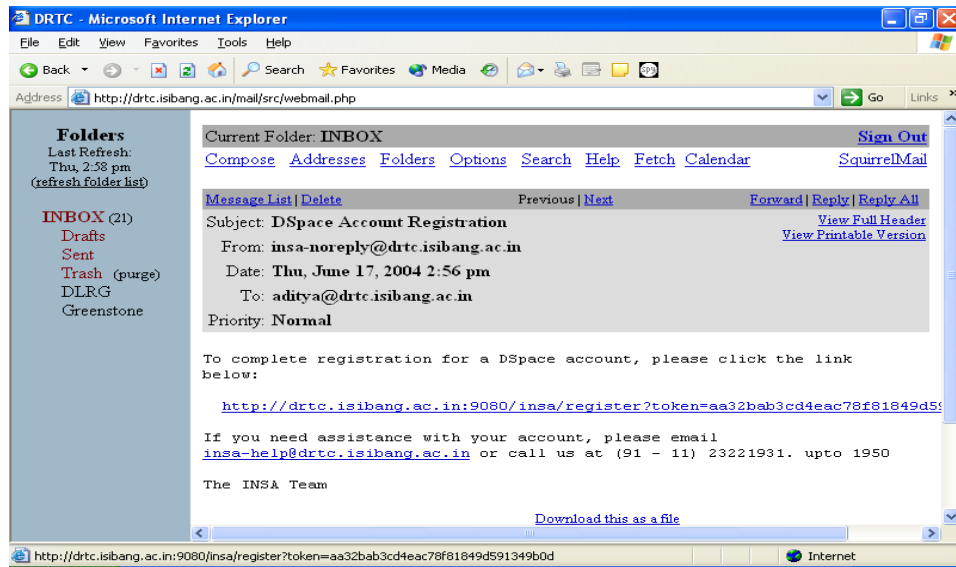
5. You should get following screen.



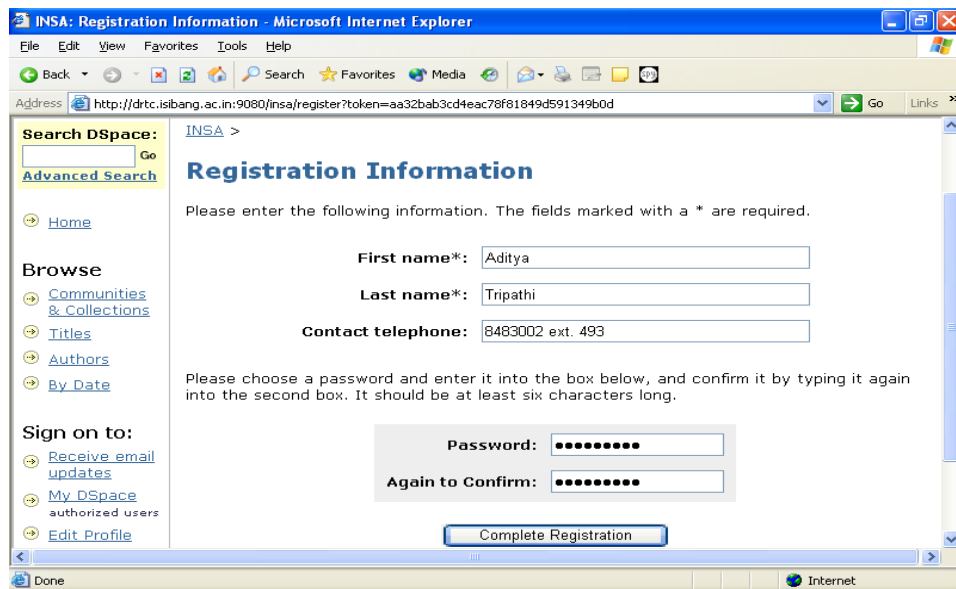
6. You receive an email.



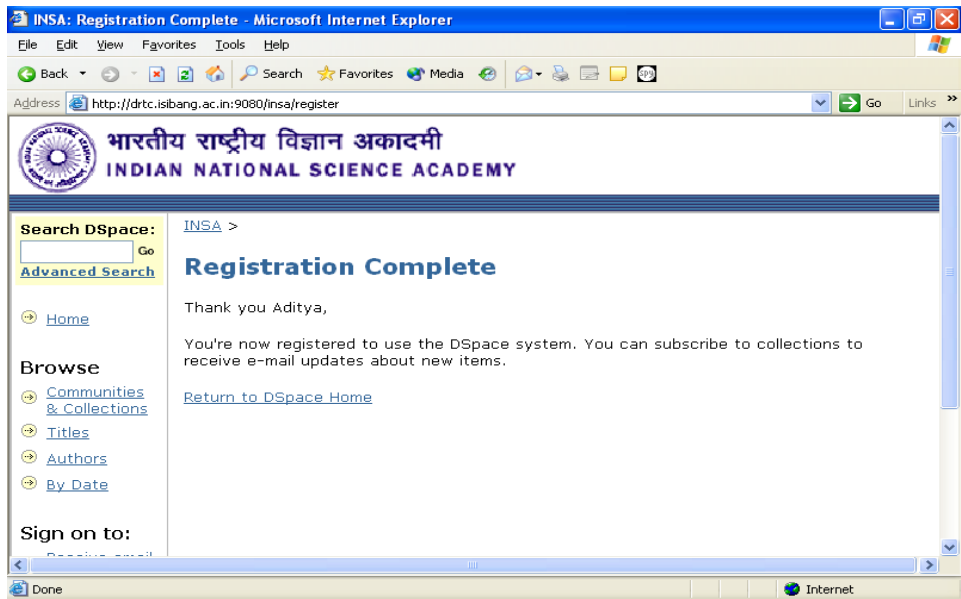
7. Click on the URL sent to you or copy this URL in location bar.



8. You should get the following form. Fill up the form and click on ‘Complete Registration’ button.
Caution: Password is case sensitive.

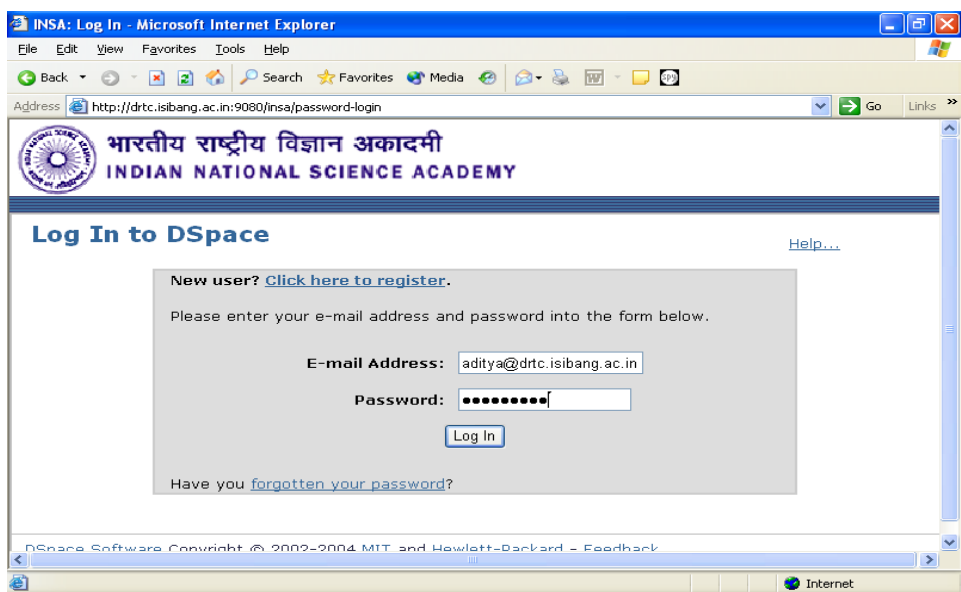


9. Following page should appear. That means registration is complete.

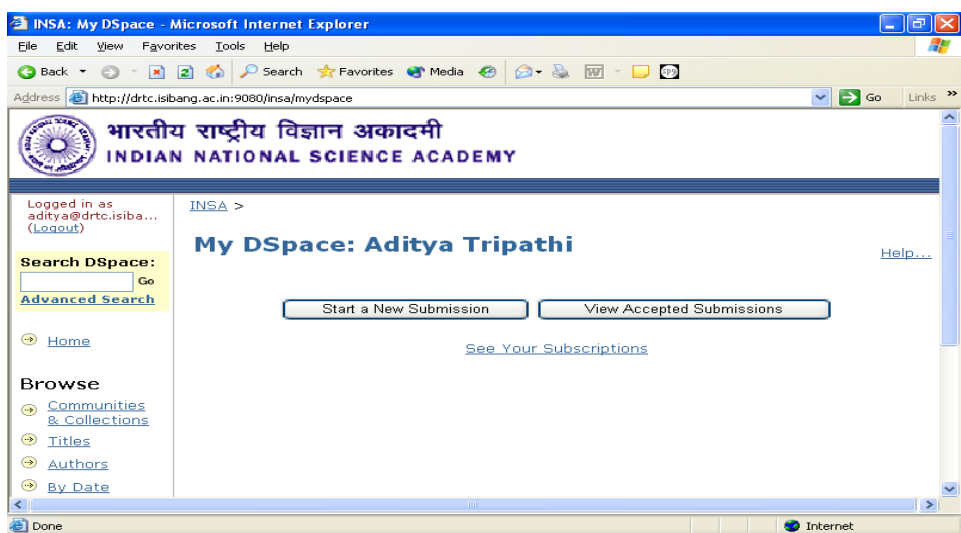


2. Login to Dspace

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

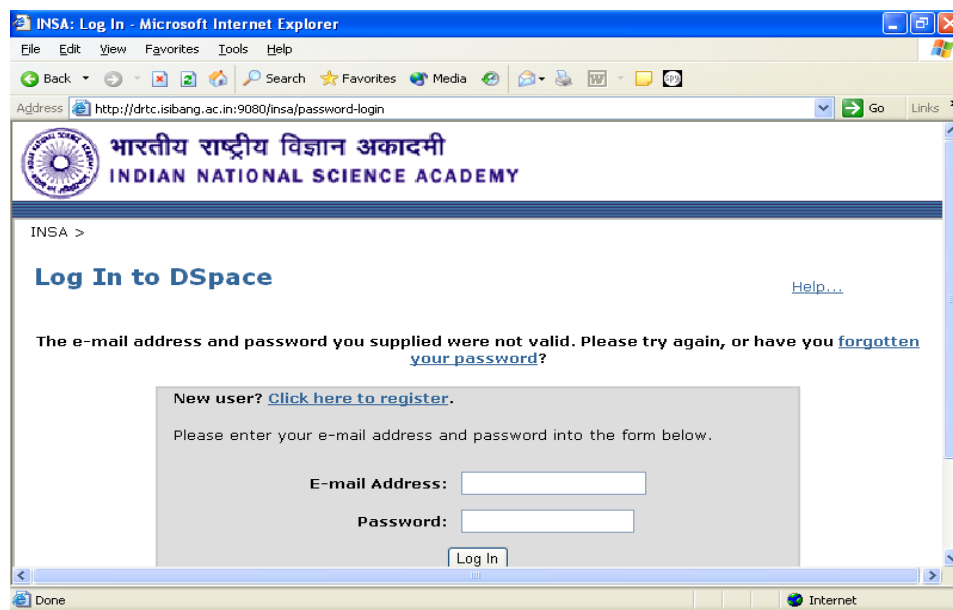


2. The following page should appear that means you have logged in and ready for submission.

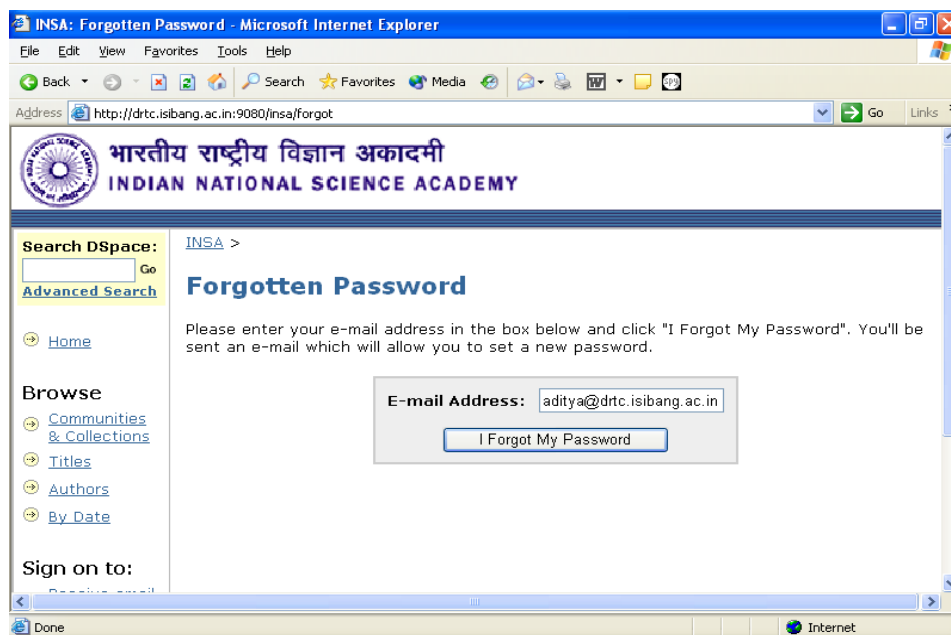


3. Forgot your password

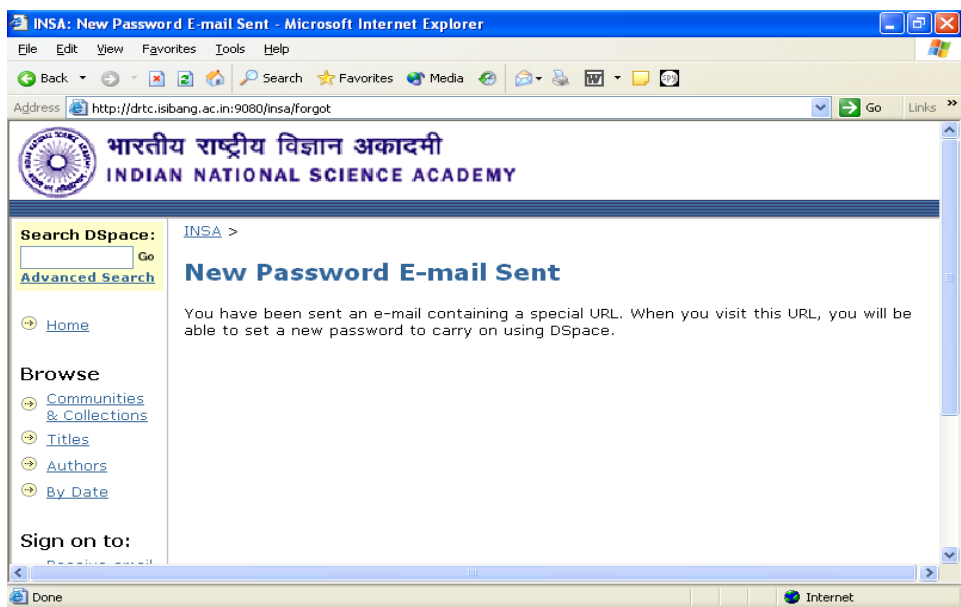
1. If the password you entered is wrong or email you entered is wrong, following should appear. **CLICK ON 'forgotten your password'**.
Caution: Password is case sensitive



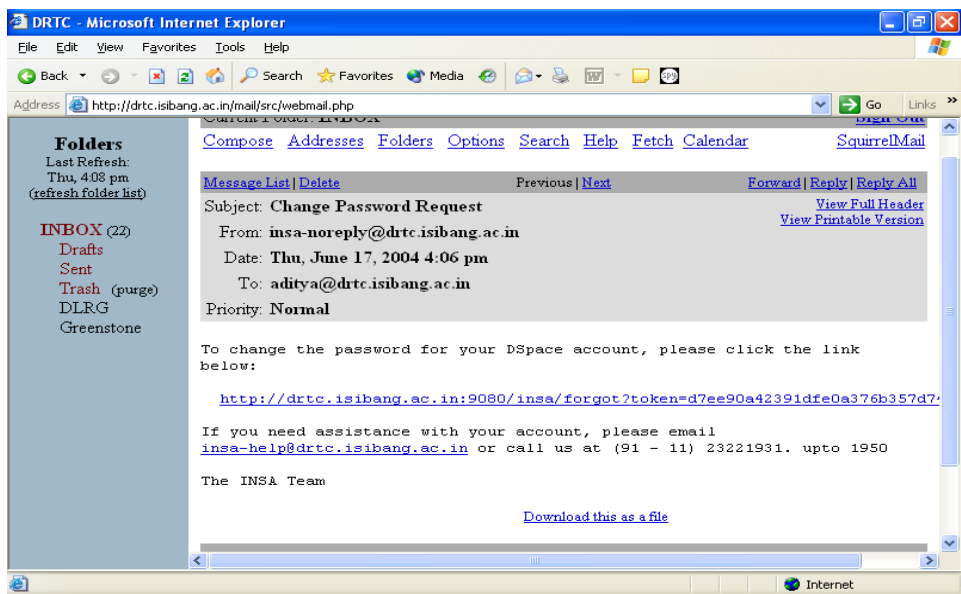
2. Enter your email, which you used for registration. **CLICK ON 'I Forgot My Password'**.



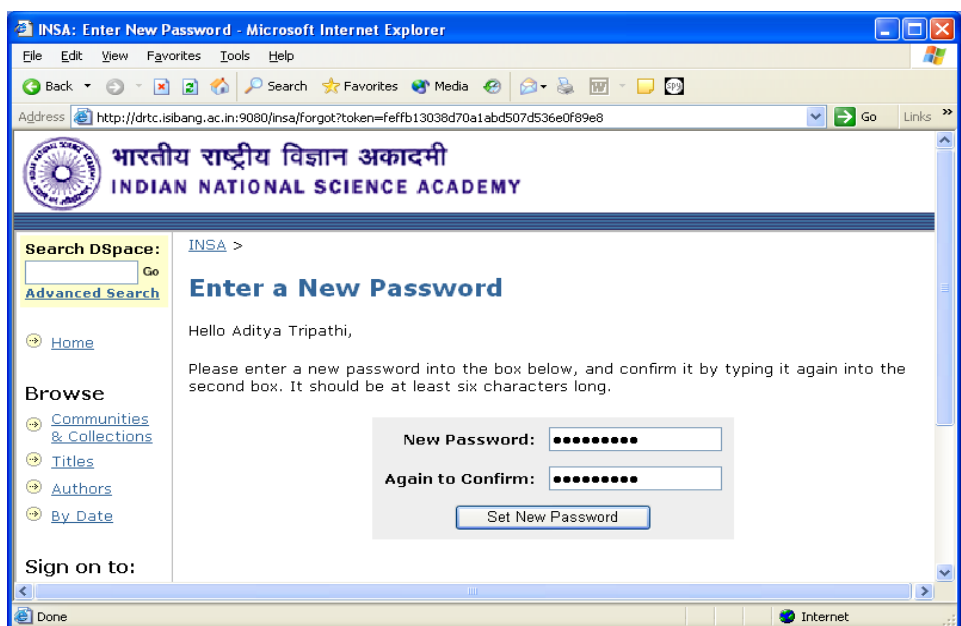
3. Following page should appear and then check your email.



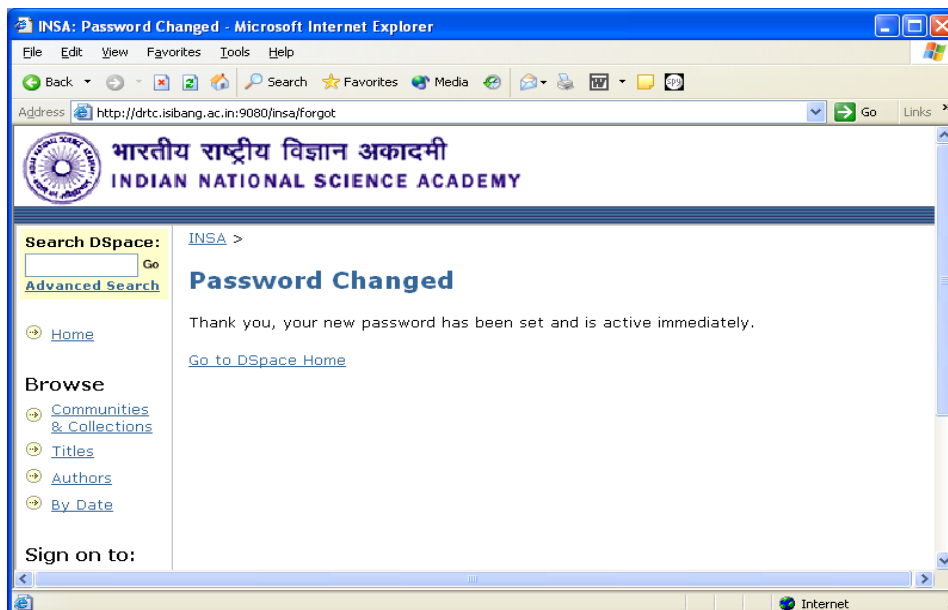
4. Open the link given in the message,



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

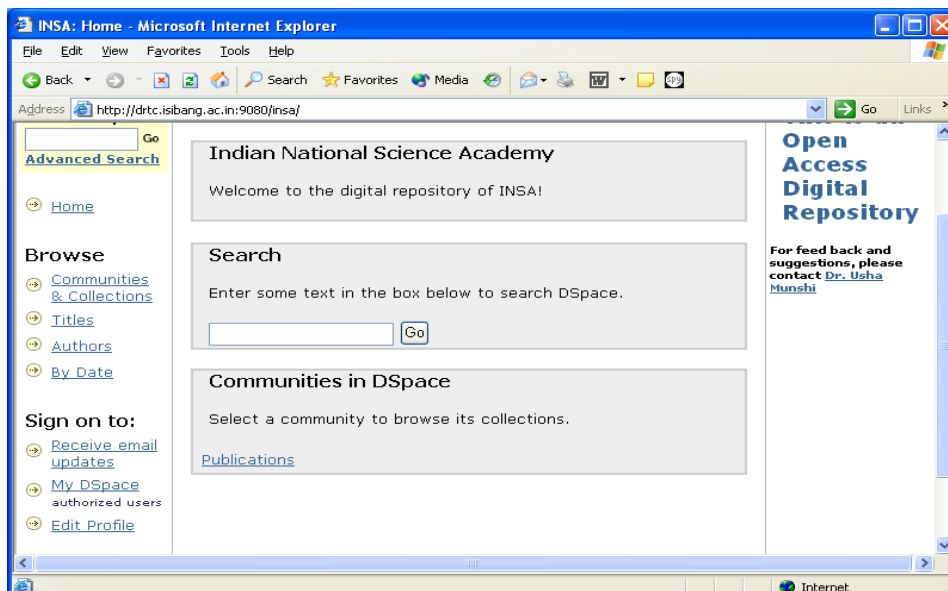


6. Your password is changed now.

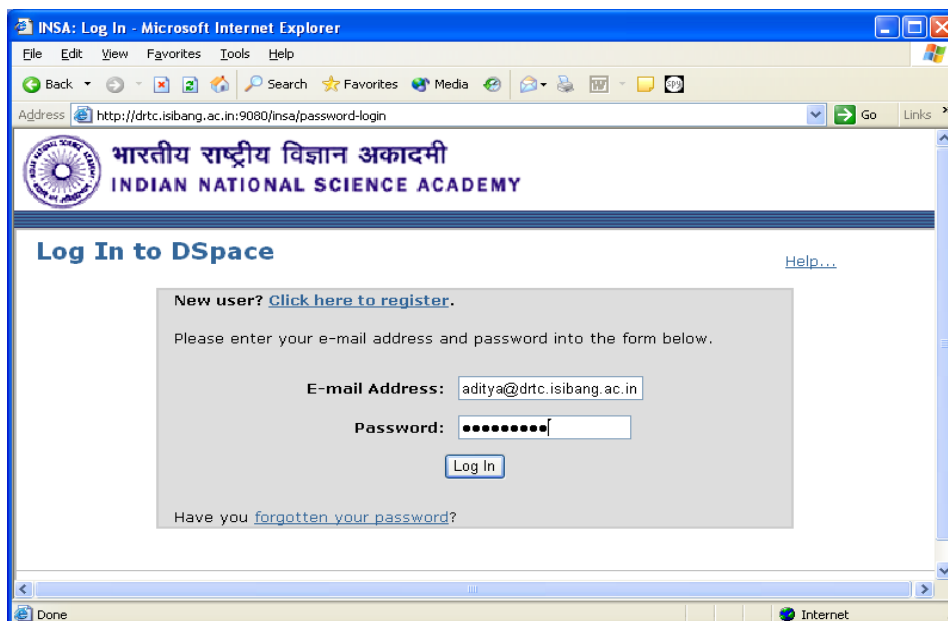


4. Editing profile

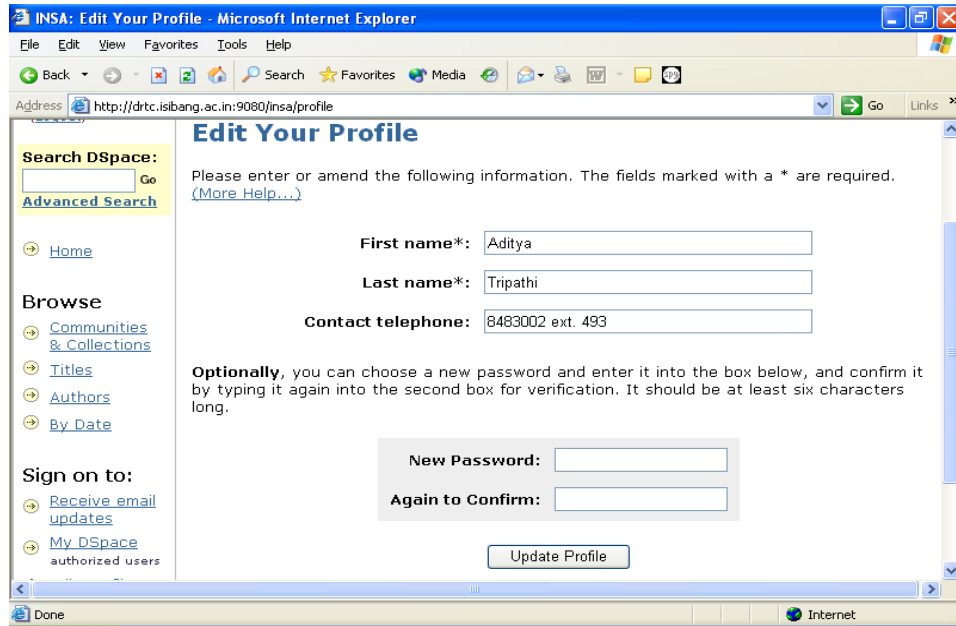
1. Go to Dspace homepage. Chose 'Edit Profile' from the section 'Sign on to' section.



2. Login to the page using your email id and password.

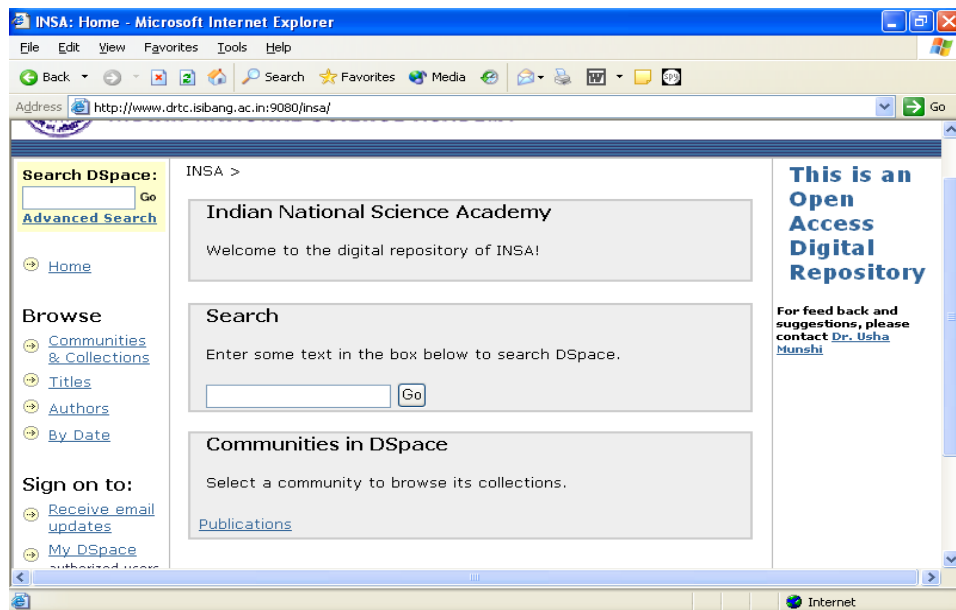


3. Edit your profile and CLICK ON 'Update Profile'. Your profile will be updated.

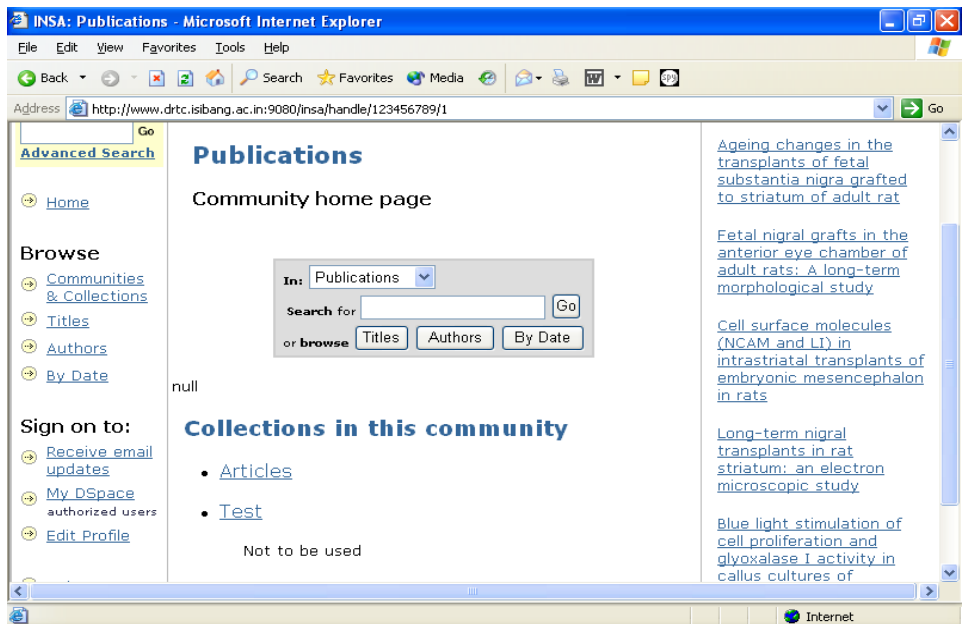


5. Subscription

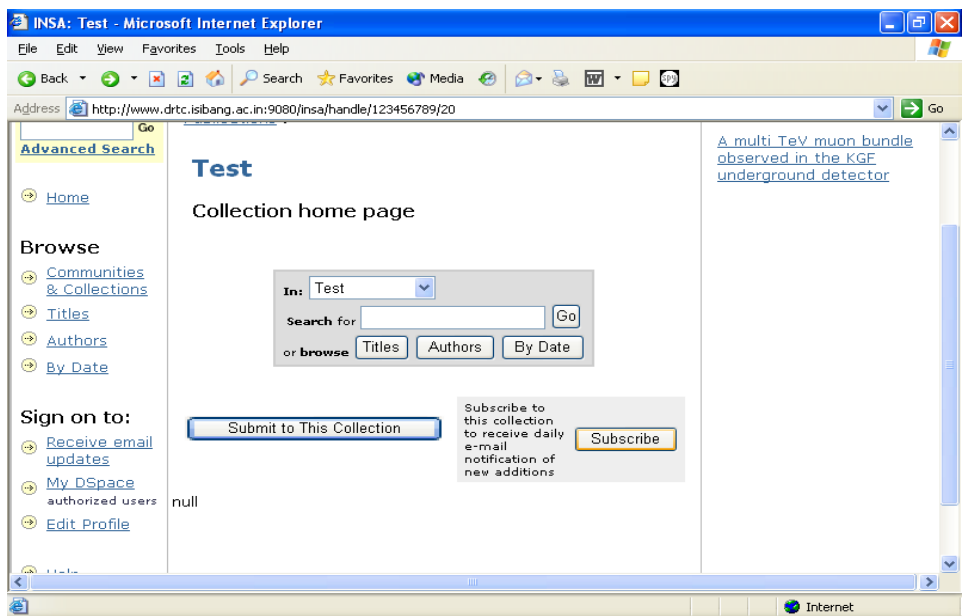
1. Go to DSpace homepage and click on the community you want to subscribe.



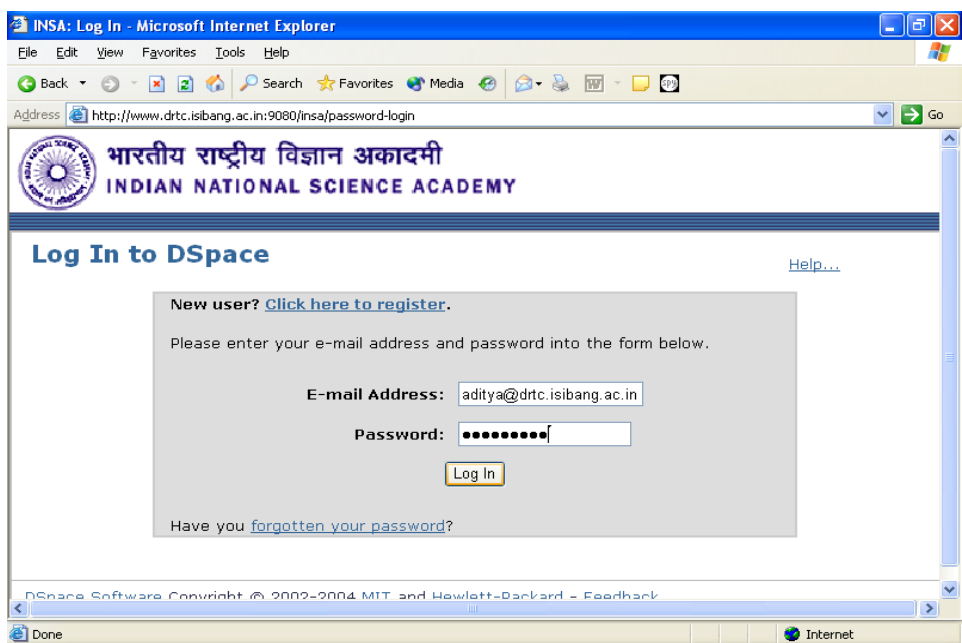
2. Click on the Collection you want to subscribe, for example Test.



3. Click on 'Subscribe' to subscribe collection.



4. Fill up your login information



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.

