Using myPublications to deposit an output in the White Rose repository

You can now use myPublications to deposit a research output in White Rose Research Online (WRRO), Sheffield’s shared open access institutional repository. The output is uploaded against the relevant publication record in myPublications and then sent to WRRO where it is checked for copyright restrictions before it is made open access – due to these checks, the record will not appear immediately in WRRO.

**Uploading an output in myPublications**

1. To upload an output in myPublications, log in to the system and click on *My Elements* and then *Publications*. Find the relevant record to which you want to upload the full text by scrolling through your outputs or using the search facility on the left-hand side. Click on the blue icon shown below or the tab entitled *Full text* then *Upload new file for this publication*.

2. Scroll down the page, browse to find the correct version of the article and click *Upload*. 

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3. Following the upload, click *Grant* to grant the licence for the article to be deposited (above the *Browse* area). This will be checked to ensure that no articles with copyright restrictions are made live.

4. You will receive an email informing you once the article is live in WRRO and there will be a link to the WRRO deposited article on the myPublications record.

If you need any assistance or have any queries with the deposit of any article, please email [eprints@whiterose.ac.uk](mailto:eprints@whiterose.ac.uk).

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