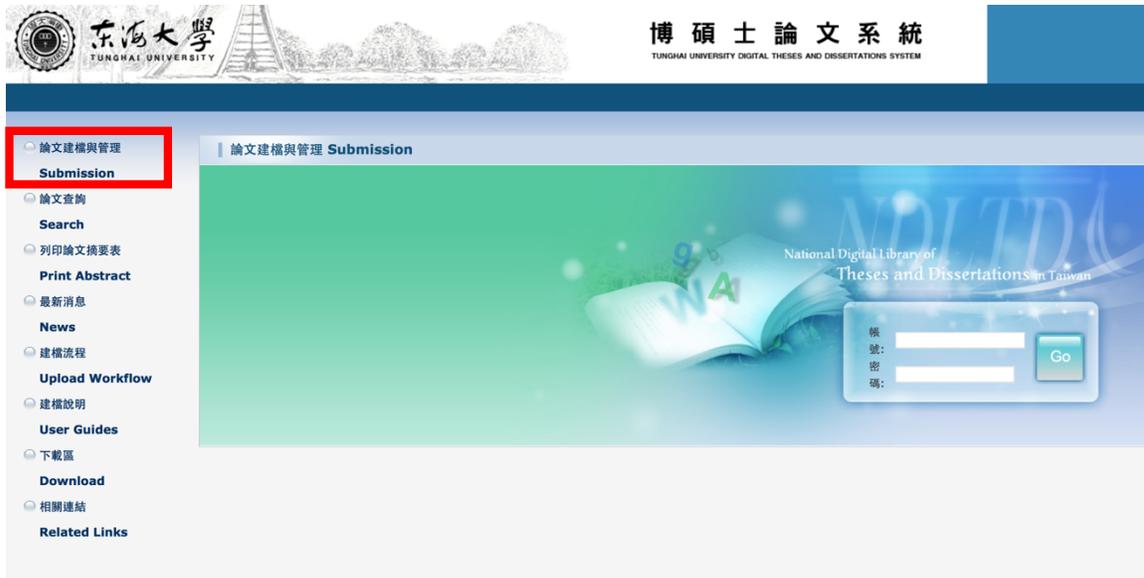


Thesis/Dissertation Metadata Creation Procedures User Guide

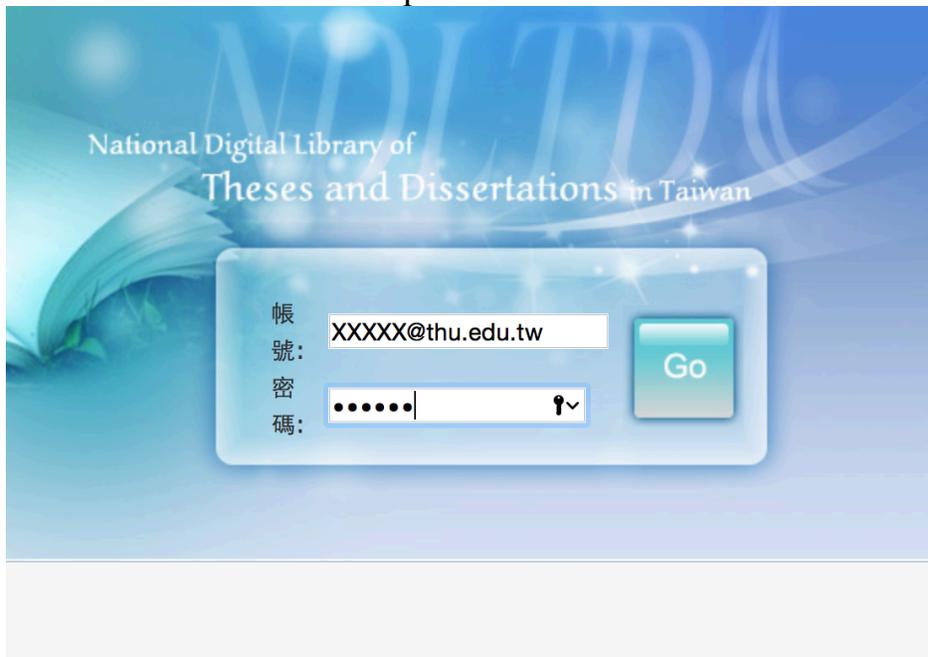
<http://cloud.ncl.edu.tw/thu/>

First stage: Register a system account

1. Click on “Submission”



2. Enter “THU-NID” and password.



3. In the following page, select your department and enter your name, email and other personal information.

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系統功能
基本資料
其他功能
聯絡我們
登出系統

請輸入個人基本資料 紅色*號為必填欄位 如果有任何問題，請立刻聯絡我們

欄位	內容
*學年度	100
學校名稱	國家大學
系所名稱	中國文學系研究所
*姓名	吳信賢
*學號	
電子郵件	goriden@flysheets.com.tw (請確實填寫)
學期	二
連絡電話	
地址	

Apply

4. Your account number and password for logging

<http://cloud.ncl.edu.tw/thu/> will be generated.

Then you can click the start button to create basic information of thesis/dissertation.

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欄位	內容
申請已通過，建檔帳號如下	
帳號	100NCL00045001
密碼	dMCBEfgy (系統預設密碼，如您已自行修改，請以修改後密碼為準)

您可選擇使用校方核對 E-mail 帳號，或以本系統核發之帳號，二者都可以登入建檔或修改資料

日後亦可以此帳號密碼登入系統。

開始建檔

Start create thesis archives

Second stage: create basic information of thesis/dissertation

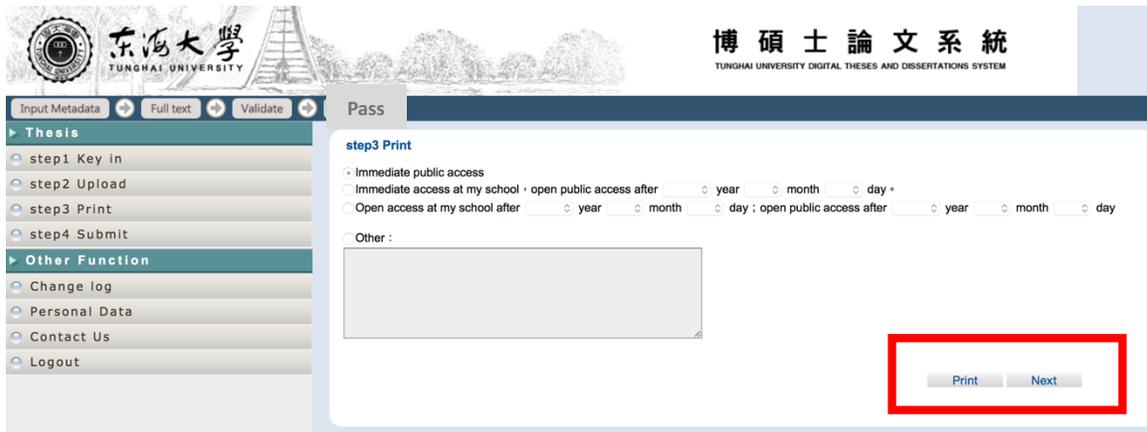
5. Click “step 1 key in”. Key in basic information of your thesis/dissertation, such as abstract, table of contents and reference. Notice that every blank field should be filled or you cannot go on to “step 2 upload.”

The screenshot shows the 'step1 Key in' form. The left sidebar has a menu with 'step1 Key in' highlighted in a red box. The main content area is titled 'step1 Key in' and contains several tabs: 'Basic', 'Abstract', 'Table of Content', and 'Reference'. The 'Basic' tab is active, showing fields for Chinese Name, Foreign Name, Chinese Title, Foreign Title, Advisor (Chinese, Foreign, E-mail), Advisory Committee (Chinese, Foreign), Date of Defense, and Degree.

6. Go to “step 2 upload,” upload full text archive (should be pdf file) and set Copyright License Agreement (the time your thesis opens to public.)

The screenshot shows the 'step2 Upload' form. The left sidebar has a menu with 'step2 Upload' highlighted in a red box. The main content area is titled 'step2 Upload' and contains a field for 'Dissertation/Thesis full text' with a file upload icon and the text '電子全文'. Below this is a 'Copyright License Agreement' section with radio buttons for 'Immediate public access', 'Immediate access at my school', and 'Open access at my school', each followed by dropdown menus for year, month, and day. A 'Next' button is highlighted in a red box at the bottom right.

7.If you have uploaded full text archive, you can go to “step 3 print” and print the ”Dissertation and Thesis Authorization Form to Post Digital Copy Online”. Click on “print” and then click on “Print Preview”. There will be a pop-up window, click the print button. **Please print two copies of ”Dissertation and Thesis Authorization Form to Post Digital Copy Online.”**



8.Go to “step 4 submit”, submit your thesis/dissertation information and wait for validation. After your department staff review your application, you will receive the notification email.



9. **After submitting your thesis/dissertation for validation, you can't modify any information in the system again.** Thus, if you would like to change any information, you can use “cancel submit” function in “step 4 Submit” to cancel submission and modify the information.

When you finish your work, don't forget to click “submit” again.

10. If you get the validation, you will receive an e-mail notification.

Congratulations!

If not, because your thesis/dissertation will be reviewed by faculty of each student's department. Students can check review status with your department faculty.

11. After passing the validation, you can start processing for “Procedure for Graduation.”

(1) Submit **two print copies of your thesis/dissertation and two copies of” Dissertation and Thesis Authorization Form to Post Digital Copy Online”** to the main library 1F circulation desk.

You don't need to add Authorization Form into copies of thesis/dissertation.

(2) Return books, instruments and properties to relevant units.