

Step 2: Thesis Upload Instructions

Before you begin

Your login method depends on the email address associated with your [AUSpace](#) account:

- **AU student email:** Select Log In in the upper-right corner, then AU Staff and Students Login. Sign in with your usual AU credentials.
- **External email:** Use the token sent to your email to access AUSpace and set a password. You can then sign in using the external-user login fields under Log In.

Navigate to the thesis collection

1. From the AUSpace home page, select [Faculty of Graduate Studies](#) from the list of Communities.
2. Under Browse, select [Subcommunities and Collections](#).
3. Select [Theses and Dissertations](#).

Start your submission

4. Select the green branch icon in the upper-left corner to open the sidebar.
5. Select New, then Item.
6. When prompted to select a collection, choose Faculty of Graduate Studies Theses and Dissertations. It should appear at or near the top of the list.
7. Complete the submission form and upload your thesis at the top of the screen where it says, "Drop files to attach them to the item, or [browse](#)."

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