

## Uploading an Author Accepted Manuscript to a record

*These instructions describe the process of logging into the UWA Profiles and Research Repository and demonstrate how you can upload an Author Accepted Manuscript (AAM) version of your publication to a record.*

### Login to start:

1. Go to the [UWA Profiles and Research Repository](#)
2. Click on **login to the UWA Profiles and Research Repository here**.
3. Log in with your UWA Office365 login details. `staffnumber@uwa.edu.au` and PHEME password, or `studentnumber@uwa.edu.au` and PHEME password

Welcome to the UWA Profiles and Research Repository

The UWA Profiles and Research Repository is an open platform where you can discover UWA staff, find information about their research, teaching, grants, and activities, and access their research outputs.

UWA Staff and HDR students can **log in to the UWA Profiles and Research Repository here**.

For further assistance please contact `staffsupport-lib@uwa.edu.au` (for staff) and `hdrsupport-lib@uwa.edu.au` (for students)



1. Once logged in, click on the **Research outputs** heading.

<b>Research outputs (167)</b>					<b>Activities (15)</b>			<b>Datasets (3)</b>	<b>Impacts (1)</b>	<b>Prizes (1)</b>	<b>Press/Media (1)</b>
Paper	Article	Conference contribution	Editorial	Poster	Membership of committee	Consultancy	Invited talk	Dataset	Impact - For External Portal	Election to learned society	Press/Media
58	52	33	15	7	6	6	1	3	1	1	1

2. Locate and open the research output record that requires your AAM to be uploaded.
3. Click **Add Open Access version here (file, DOI or link)**.

### Upload a file, link or DOI ?

Content input in this section is insufficient to determine the Open Access Status:  
**Public access to file unknown**

According to the archiving policy described in RoMEO an electronic version of the work can be uploaded

► RoMEO color: Yellow  
Can archive pre-print (ie pre-refereeing)  
[Read more »](#)

Open Access version of this output

FINAL PUBLISHED VERSION

**10.1097/01.mbc.0000245294.41774.06**

Show Edit

Final published version

Unknown

**Add Open Access version here (file, DOI, or link)...**

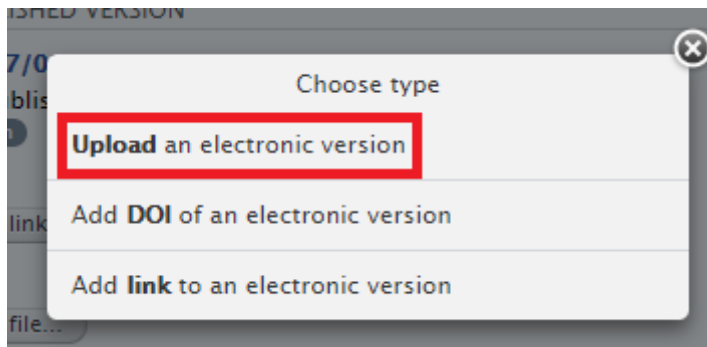
Other links

Add other link...

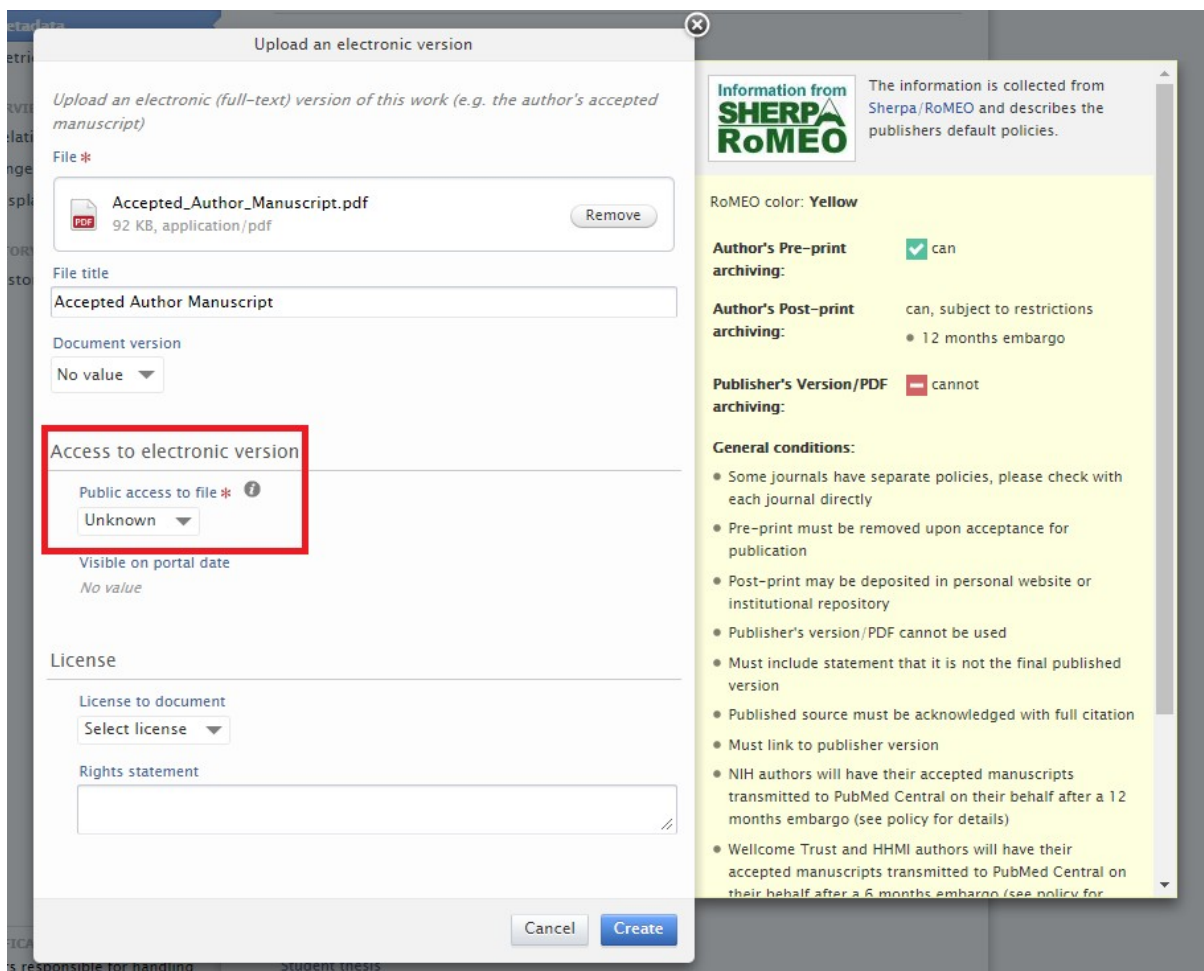
Other files

Add other file...

4. Select **Upload an electronic version**.



5. Click **Drag file or browse your computer**. Locate the AAM from your saved location and double click on the file.
6. Once the file has uploaded, select **Unknown** from the **Public access to file** drop-down menu. Library staff will check copyright and Publisher conditions before making the file open access.



7. Click **Create**.
8. Click the **Save** button at the bottom of the record.

**Remember:** When updating fields in your profile, the **Create** or **Update** button will apply your changes, but you will still need to press the blue **Save** button to retain any changes (this is always located at the bottom of the record window).

