

# User manual

## Login procedure SURFsharekit

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### Document history

|             |          |                                                   |
|-------------|----------|---------------------------------------------------|
| Version 0.3 | 20250714 | login procedure (temporarily) changed, formatting |
| Version 0.2 | 20230801 | changed based upon experiences June-July 2023     |
| Version 0.1 | 20230528 | based upon user manual SURFsharekit 2 May 2023    |

## Introduction

This user manual is intended for students from the Vrije Universiteit Amsterdam who wish to publish their thesis in the thesis archive of the university.

SURFsharekit is a SURF repository service. Do you have any questions about this manual? Please contact your faculty's [Educational Office](#).

## Login procedure

Access to SURFsharekit goes via SURFconext.

- In your browser, navigate to <https://surfsharekit.nl/login?method=all>.
- Click on the button *Inloggen met SURFconext*. You will be automatically redirected to the login page of SURFconext.
- Log in with your institutional account.

When you login for the first time, you will see a so-called “consent screen” where you are asked whether you want to share user data (such as an email address and name) with SURFsharekit.

The screenshot shows a web browser window with the address bar displaying <https://engine.test2.surfconext.nl/authentication/sp/consume-assertion>. The page title is "OpenConext Teams verzoekt jouw informatie". The main content area is a consent form titled "Verzoek voor doorgeven van jouw informatie". The form explains that the user is logging in to the "OpenConext Teams" service and that SURFconext DIY IdP is used for testing purposes. It states that sharing user data is necessary for the service to function. The form includes a table with the following information:

|               |                                           |
|---------------|-------------------------------------------|
| Gebruikers-ID | jrockefeller                              |
| Weergavenaam  | John D. Rockefeller                       |
| E-mailadres   | John.D.Rockefeller@university-example.org |
| Organisatie   | university-example.org                    |

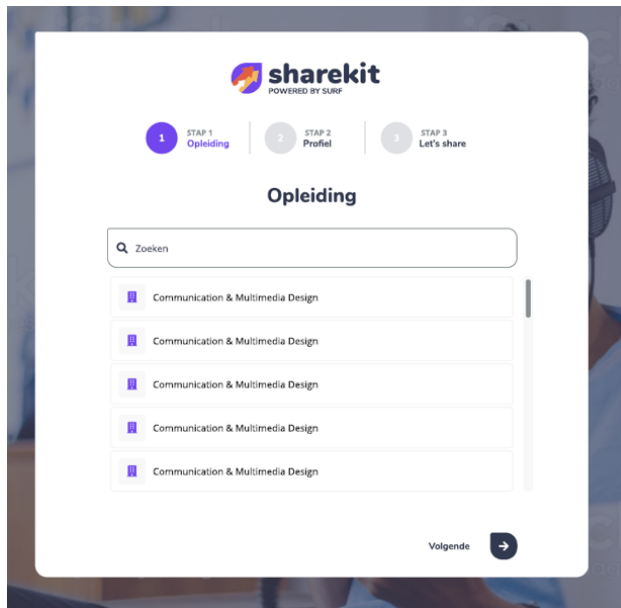
Below the table, there are two buttons: "Ja, deel deze gegevens" (Yes, share these details) and "Nee, ik wil geen gebruik maken van deze dienst" (No, I do not want to use this service). A note at the bottom states: "(We zullen dit nogmaals vragen als jouw informatie wijzigt)". At the bottom of the page, there is a footer with the text "Deze dienst is verbonden via SURFconext" and a link to "Gebruiksvoorwaarden".

By accepting you will automatically be taken to the SURFsharekit homepage (Dashboard) and you can use the service immediately.

If you would like to know for which services you have shared your user data, check the [profile page of SURFconext](#).

## Discipline

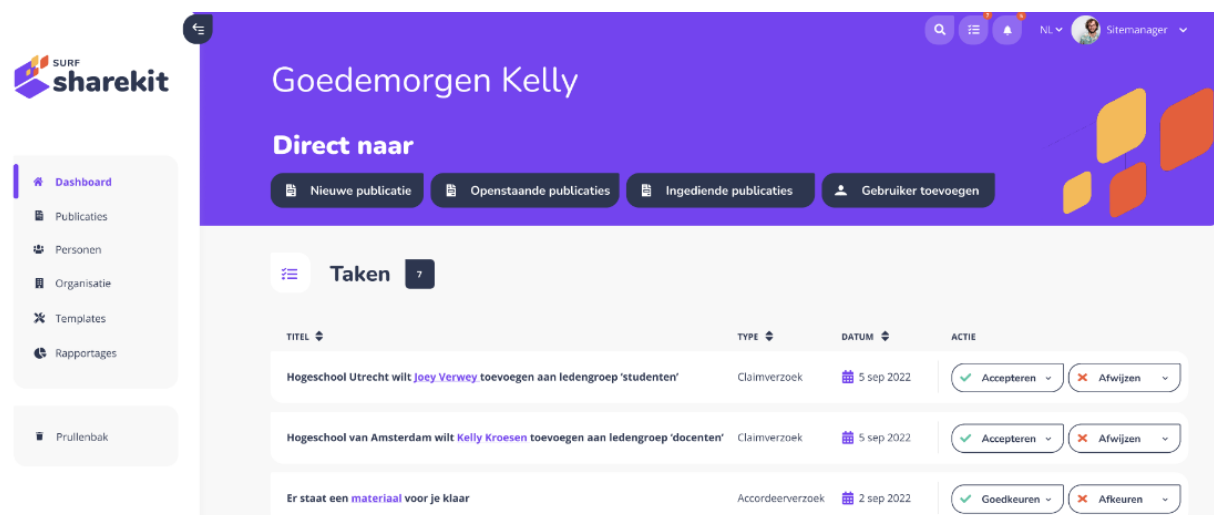
When a student logs in, they are asked to select a Discipline. The field Department, Lectorate, Discipline will then already be filled in when the student uploads a thesis.



IMPORTANT: if you are both student and employee, you will not get to choose your discipline. Please contact your faculty's [Educational Office](#) before uploading your thesis. They can help to make sure that your profile and thesis are linked to the correct discipline.

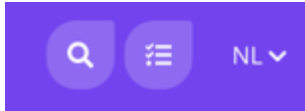
## Dashboard

The Dashboard contains a header with a few standard shortcuts. Students see a button to create a New publication and a button to go to My publications.



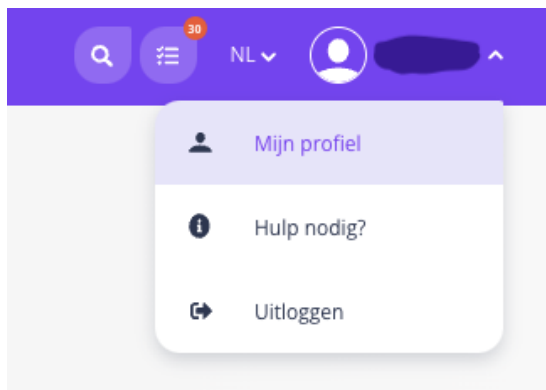
## Set language

At the top right of your Dashboard you can change the language of the interface. You can choose between Dutch or English. You can change the language at any time.



## My profile

Based on the information that SURFsharekit has received via SURFconext, certain information in your profile has already been filled out for you. You can add information to your profile by clicking [My profile](#) within the menu at the top right of the Dashboard next to the language settings.



**IMPORTANT:** fill in your Student Number as your <Institutional-ID> in your Profile.

This makes it easier for your faculties Educational Office to find your thesis and review it.

Dashboard > Profile

| ORCID                                          | ORGANISATIONS                                             |
|------------------------------------------------|-----------------------------------------------------------|
| <input type="text" value="http://orcid.org/"/> | <input type="text" value="Vrije Universiteit Amsterdam"/> |
| <b>INSTITUTE ID</b><br><input type="text"/>    |                                                           |