Dear Students,

You have successfully passed your PhD defense and you need to finalise your administrative procedure to obtain your diploma.

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1. MyORBi\textsuperscript{lu}

Your personal space, MyORBi\textsuperscript{lu}, provides access to functionality only available to Uni.lu staff members.

In an internet browser (Chrome, Firefox, Safari, etc.), navigate to

2. Display Login

Click on “Login” in the header or MyORBi\textsuperscript{lu} in the menu on the left.

3. Login

Enter your STUDENT userid (ex:059456200A@uni.lux) and password and click on “Login”.

PS: Unfortunately when your work contract is over, your staff account is deactivated.

4. MyORBi\textsuperscript{lu} Displays

Your MyORBi\textsuperscript{lu} personal space is displayed.

5. Logout

To disconnect, click on “Logout” in the header.
1. Add a New Reference

Once logged in, in MyORBi, click on “Add a new reference”.

2. Submission Workflow

You are presented with the first screen of the submission workflow.

The buttons at the top of the screen indicate where you are in the workflow:
- **Pink** - current workflow step;
- **Grey** - workflow step not yet started;
- **White** - workflow step already started.

You can click on the **Pink** and **White** workflow buttons to move back and forth through the workflow.

To move to a step which is not yet started, use the **Next** button.

3. Preliminary Information

This section requires you to select the type of document, language and discipline of your work.

Choose “Dissertations and Theses -> Doctoral Thesis”.

You can choose several disciplines to best describe the subject matter of your work.

The **+** and **-** buttons can be used to add or delete items from fields which allow multiple entries. For example: disciplines, authors, keywords, DOI, etc.
4. Authors

Once the preliminary information is complete, the next section to complete is the list of authors. You will find your name in the “Students” Tab.

Type at least 3 letters into the last name field and a list of matching names will display.

You can then select the appropriate one from the list.

To link your PhD Thesis to your Research Unit, once you have selected your name from the list, click on the “Modify affiliation” button.

As a student you are linked by default only to your Faculty (with the checkbox). Therefore, to add the affiliation to your Research Unit, simply type the name of your research unit in the “Institution” field. You can then select it from the list.
5. Bibliographic Information

The bibliographic information to be completed are highlighted in yellow.

The Name of the degree is only available in French. Type “Doc” to view the entire list.

The University of Luxembourg also requires that the name of your supervisor(s) be mentioned.

6. Additional Information

The Additional Information screen provides you with fields to fully describe your publication such as keywords, abstract, funder, etc. You must add an abstract and keywords to make your work more visible and to allow better indexing by Internet search engines.
7. Uploading Documents

The next step in the workflow is to upload the full-text document of your publication. You can also upload additional materials.

To upload a file, click on the appropriate button.

8. Uploading the Full-Text Document

When uploading a full-text document, you must choose the following options:

- **Version:**
  - Author postprint (Your Work)
- **Access Type:**
  - Open Access (free for all, suggested choice!)
  - Open Access with Embargo (after a delay)
  - Restricted Access (UL staff access)

As your PhD thesis is your personal work, the uploading of a full-text file is not mandatory. But we encourage you to submit your full-text in Open Access in order to give your work more visibility on the web and thus improve your chances to be read, cited… and known.

If you DON’T WANT to make your text AVAILABLE on the Internet or if you signed a CONFIDENTIALITY clause, DO NOT UPLOAD A FILE!

Restricted Access or Open Access with Embargo are not safe enough as all UL Staff can open it!

Only external users and students are blocked.

Requests for a copy won’t be transferred or fulfilled as you will no longer be at the University of Luxembourg.
9. Validation

Once all the above steps have been completed, you will be asked to validate the information.

Missing info will be displayed in red. If any changes are required, click on the “Modify” button in any of the sub-sections.

Click on the Confirm or the “I grant the license” button (see below) when you are finished.

10. Accept the diffusion license

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Your reference will remain in MyORBi\textsuperscript{lu} unfinished under “Submissions in progress” and will not be visible to the public.

11. Your Publication is now visible!

You will receive an e-mail confirming that your publication is now visible in ORBi\textsuperscript{lu}.

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