Submitting large files via the Deposit service

Firstly, ensure that your work has been named according to guidance provided by your department, and that the file is in the format requested by your department for the large file assessment.
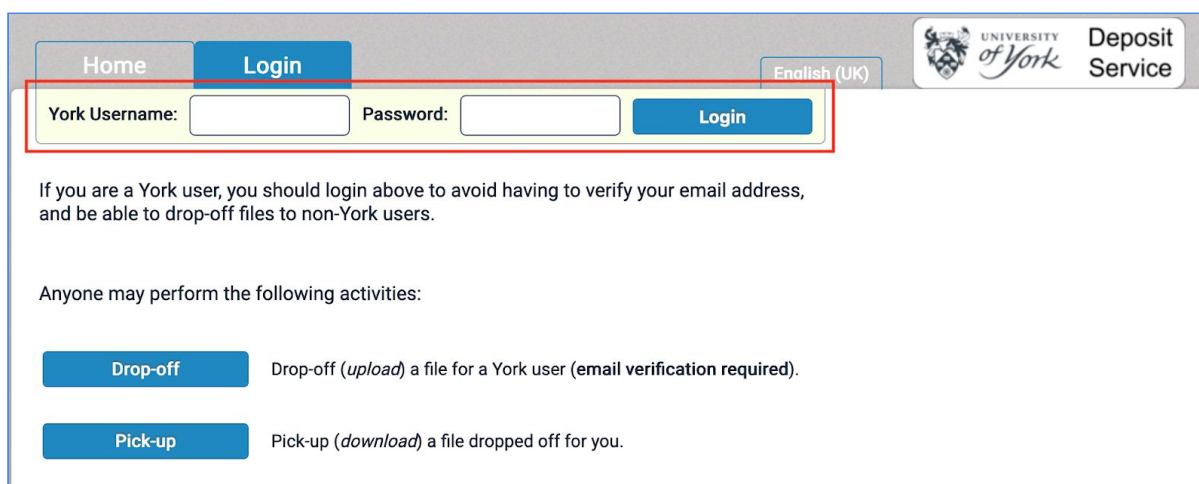
How to use the Deposit service

The Deposit URL
Access the University's Deposit service: https://deposit.york.ac.uk/

Logging in to Deposit
- Enter your University username and password, then click 'Login'.
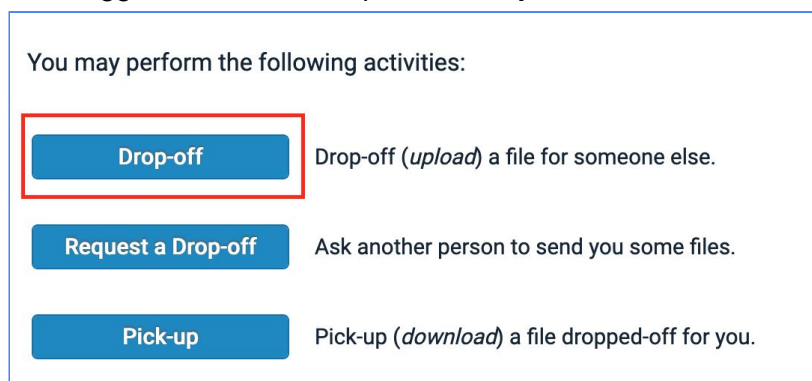
Targeting where your submission will be sent
- Once you have logged in, select the option to **Drop-off**.

- A small pop-up panel should appear (if it doesn't, click the ⊕ icon in the To: field), prompting you to add recipients.
- Enter the name your department has asked you to provide in the **Name** field and the email your department has stipulated you need to send your submissions to in the **Email** field.
- Click the **Add & Close** button on the panel.

Selecting the file you wish to submit

- Please **DO NOT add a note to the recipient**.
- Please **DO NOT edit/change any of the checked options**.
- Please **DO NOT encrypt your file**.
- You can browse for the file you wish to submit using a standard file dialogue by clicking on the **Click to Add File or Drag Them Here** button. Alternatively you can drag a file from your desktop onto the button.

Once you have selected the file it will be displayed under the button

- Add any description your department has asked you to provide into the **Description** field provided after the name of your attached file (e.g. the module title)

- Click the **Drop-off Files** button.

The summary screen

When you click to the **Drop-off Files** button you will be taken to a summary screen, where you will see confirmation of what has been submitted.

Additional information

You will receive an email when the file is picked up. You should retain this.