

## 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'.

The screenshot shows the top navigation bar with 'Home' and 'Login' buttons. The 'Login' button is highlighted with a red box. Below the navigation bar, there are input fields for 'York Username' and 'Password', followed by a 'Login' button. Below the login fields, there is a message: 'If you are a York user, you should login above to avoid having to verify your email address, and be able to drop-off files to non-York users.' Below this message, there is a section titled 'Anyone may perform the following activities:' with two buttons: 'Drop-off' and 'Pick-up'.

#### Targeting where your submission will be sent

- Once you have logged in, select the option to **Drop-off**.

The screenshot shows a panel titled 'You may perform the following activities:'. It contains three buttons: 'Drop-off', 'Request a Drop-off', and 'Pick-up'. The 'Drop-off' button is highlighted with a red box. The descriptions for each button are: 'Drop-off (upload) a file for someone else.', 'Request a Drop-off Ask another person to send you some files.', and 'Pick-up (download) a file dropped-off for you.'

- 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)

From: Wayne Britcliffe <wayne.britcliffe@york.ac.uk> The University of York

To: Recipient-Email-Here@york.ac.uk

Short note to the Recipients:

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Encrypt every file  
 Calculate SHA-256 checksum of each file  
 Send me an email when each recipient picks up the files  
 Send e-mail message to recipients  
 which includes Passcode as well as Claim ID

**Click to Add Files or Drag Them Here**

Filename	Size	Description
1: AudioFiles.zip	288.6 MB	<input style="width: 100%;" type="text"/> <span style="float: right; color: red;">✖</span>
288.6 MB / 65536 MB		<b>Drop-off Files</b>

- 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.

## Drop-Off Summary

Your files have been sent successfully.

Filename	Size	SHA-256 Checksum	Description
Y1234567_ModuleTitle.zip	30.0MB	B79A962EC8E06DD92B36C5D6901C5525 53D80DD620DD25CB8B69D1053C84D2FF	ModuleTitle
1 file			

### Additional information

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