# RusPsyDATA Repository of Psychological Research and Tools User Manual

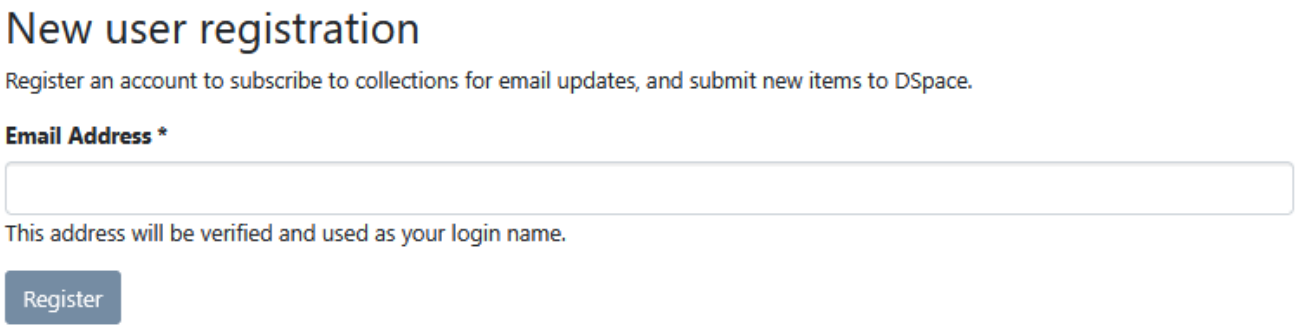
Repository link: https://ruspsydata.mgppu.ru/

## Registration in the Repository

**Step 1:** Go to the homepage at https://ruspsydata.mgppu.ru and click the "**Login in**" link in the upper right corner of the screen.
A pop-up window will open, as shown in the image below.


**Step 2:** Click "**New user? Click here to register**"

**Step 3:** Enter your email address and click "**Register**"

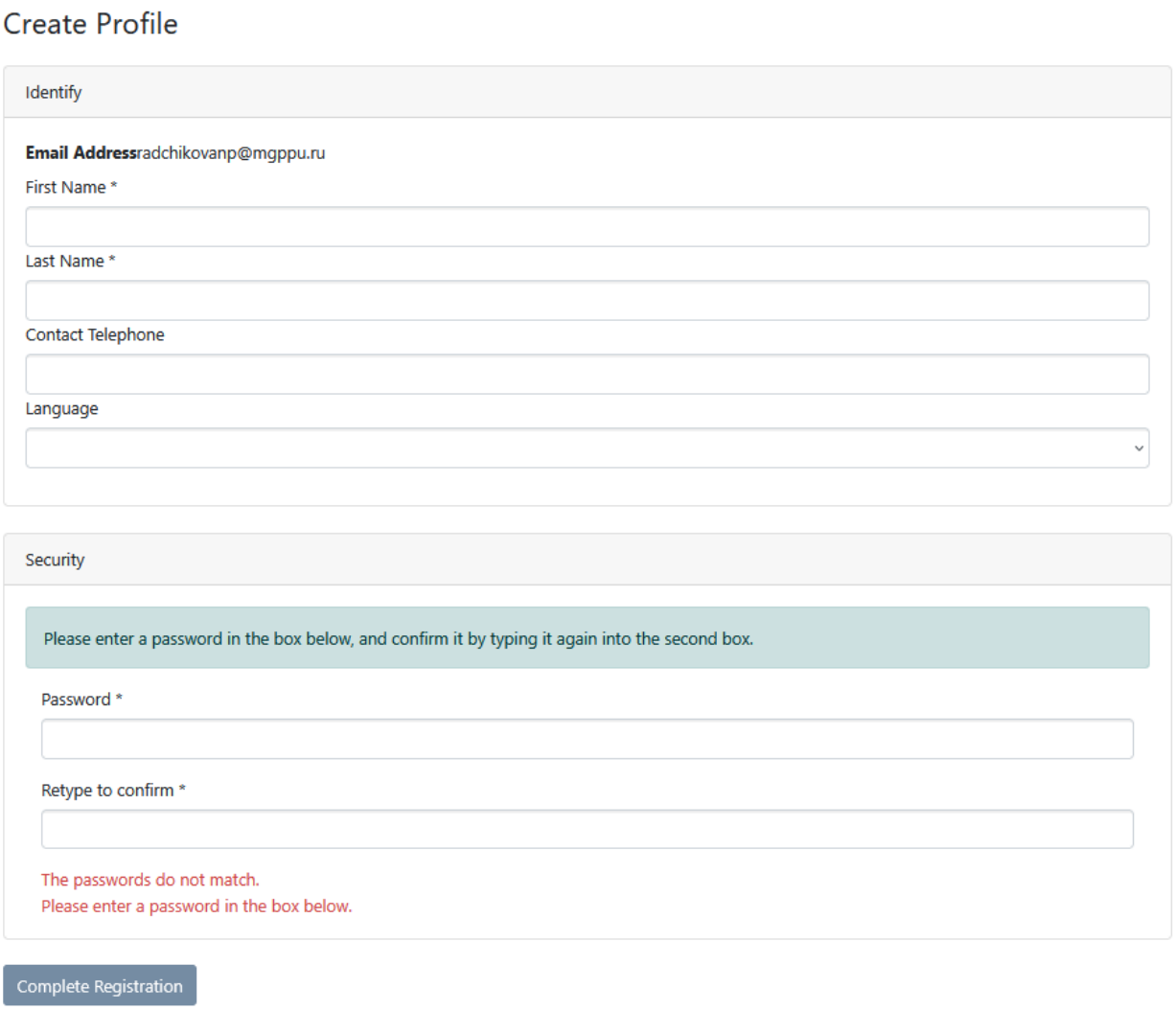



**Step 4:** After clicking "Register," an email with a link to continue registration will be sent to your email address.

**Step 5:** Log in to your email and click the unique registration link received in the email to continue the registration process. If your email security settings don't allow hyperlinks, you can copy the link and paste it into your browser.

**Step 6:** Read the user agreement (English version is below the Russian text), check the box next to "**I have read and I agree to the End User Agreement**," and click "**Save**."

**Step 7:** In the form, enter your first and last name (optional, you can also specify your phone number and language). Enter a password of your choice and repeat the same password. Then click "**Complete registration**" at the bottom of the page.



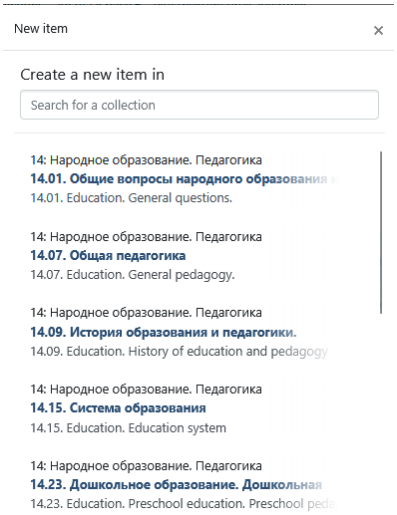

**Step 8:** You have registered in the RusPsyDATA repository and can log in to your page by entering your email address and password.

**IMPORTANT!**
**Your account will be moderated within a few days, and you will be able to upload databases to the repository.**

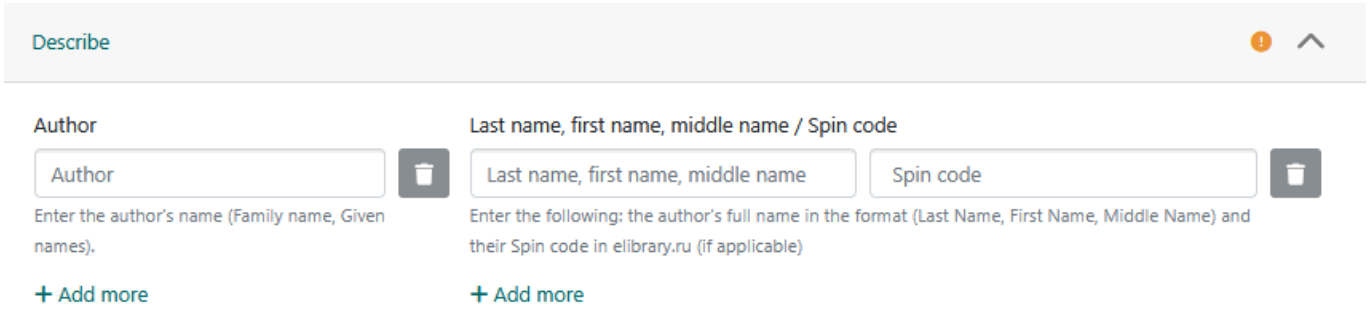
# Publishing a Database

**Step 1:** Log in to the repository using your account. On the left side of the control panel, select "**Create**" - "**Item**."

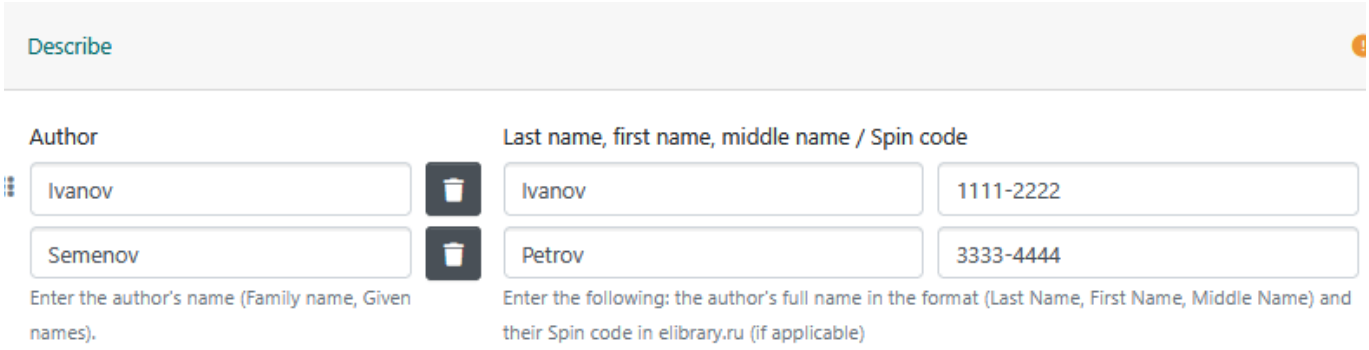

Select the section to which you want to add the database:




**Step 2:** In the form that appears, fill out the fields. In the "Author" field, enter the author's full name. (If there are multiple authors, click "+Add more," which will add another author field.) If the authors have a spin code at e-library.ru, you can add it on the right side by entering the author's full name again and their spin code next to it (optional).

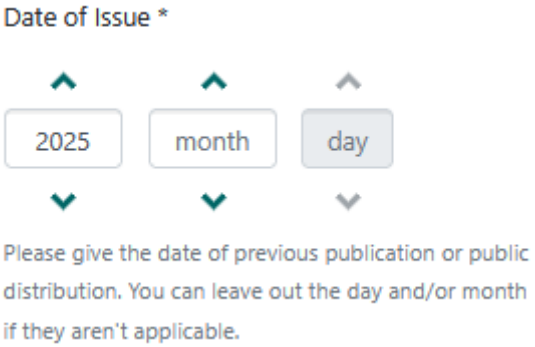


Please note: The full name on the right should match the author's spin code, but may not match what's written on the left. The correct formatting will be below (Ivanov has spin code 1111-2222, Petrov 3333-4444, Semenov doesn't).

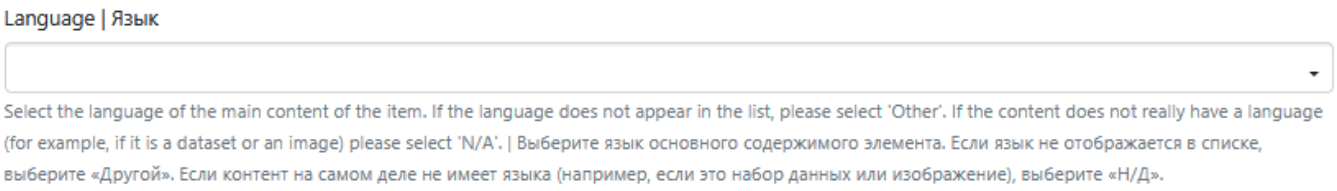



Enter a name for your database in the Title field. This name is required and cannot be changed after publication.

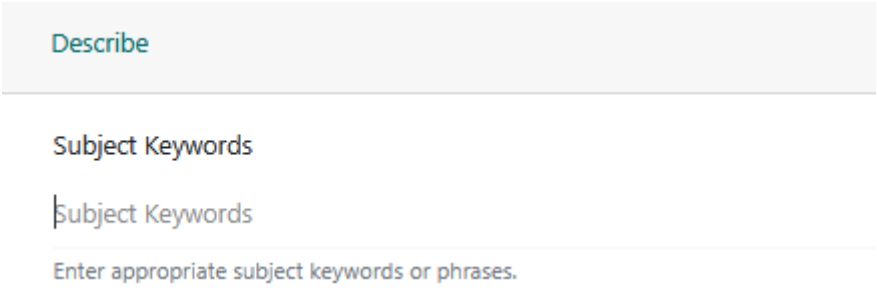

Please indicate the publication date




If desired, you can fill in the language that is used in the database file (for example, if all the names in your database are in English, then you should specify “English” in the language field)



Next, you can optionally specify keywords (there is a hint of the most popular keywords when you enter the initial letters)




Below is

You can find:

A brief **abstract**
**Sponsors** - Indication of funding sources (if any).
**Description** – A more detailed description of your database.

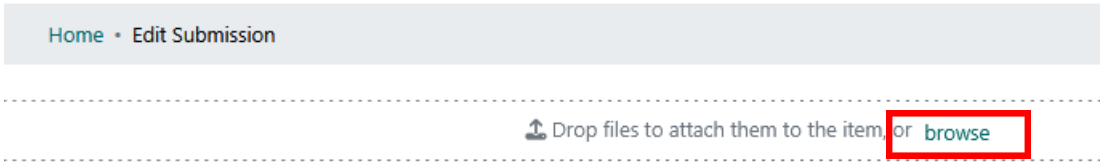
two optional bibliography lists:

**References** – the list of references used in the database (usually a description of methods and tests).
**Publications where the dataset was used** – the list of previously published works that used your data.

!!! Please pay attention to the format of the references.

We recommend filling out the Description and Abstract (although these are optional) for the convenience of those interested in your work.

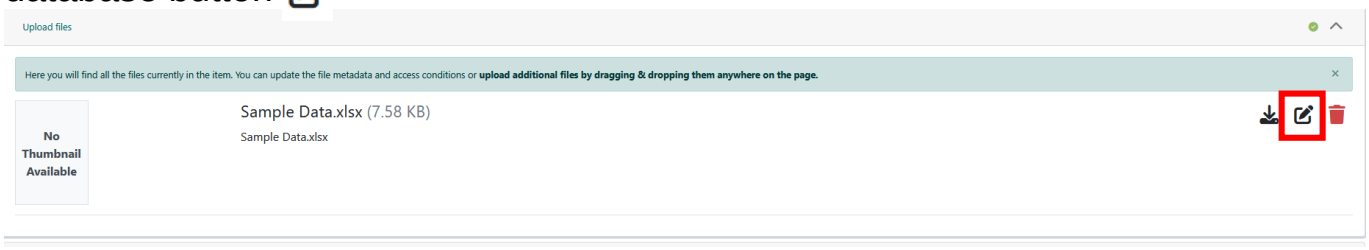
**Step 3:** Upload the database.
You can do this by clicking “**Browse**” at the top of the page.



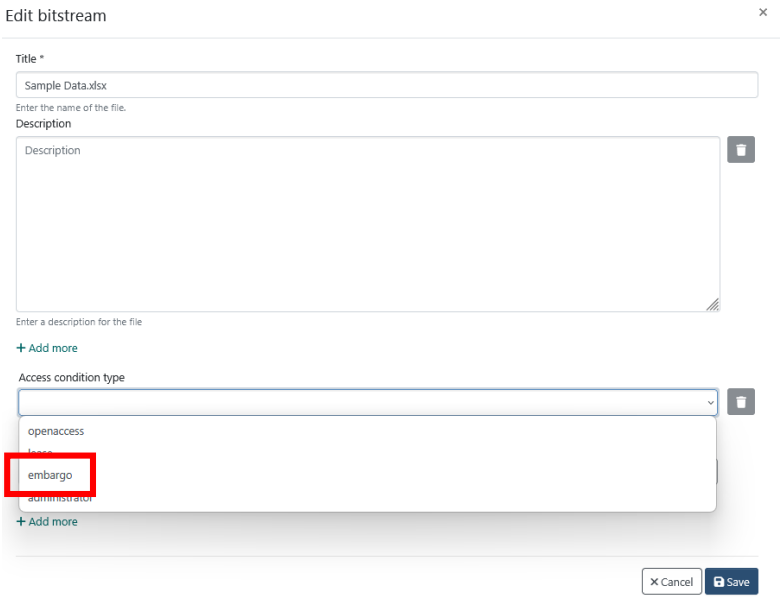

Or simply drag and drop the file into the browser's current tab.

Important
If you want your database to include a special image that reflects the meaning (theme) of your data, add it along with the database using "Browse" or by dragging it into the browser window.
If no image is available, a default image will be inserted.

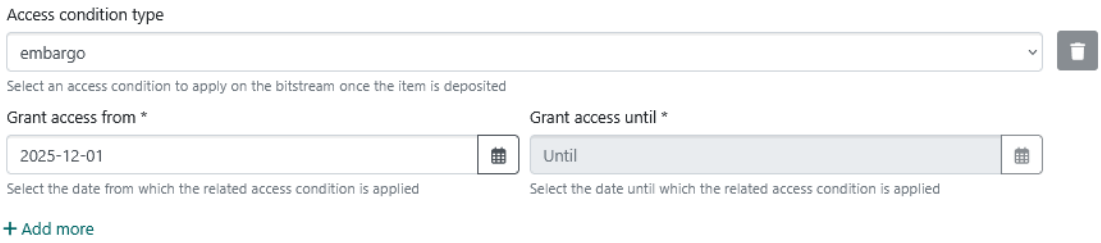
**Step 3.1** (Delayed access to materials) If you don’t need access to the database immediately after publication, do the following: When you have added your database in the “Drop files to attach them, or browse” section, click on the edit database button



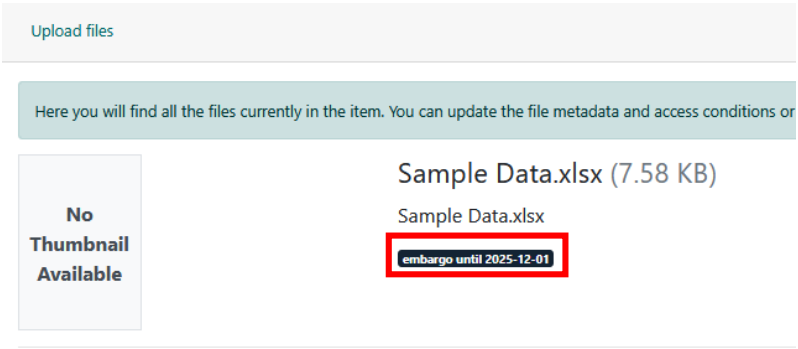

In the settings that appear, select the embargo type from the drop-down list:



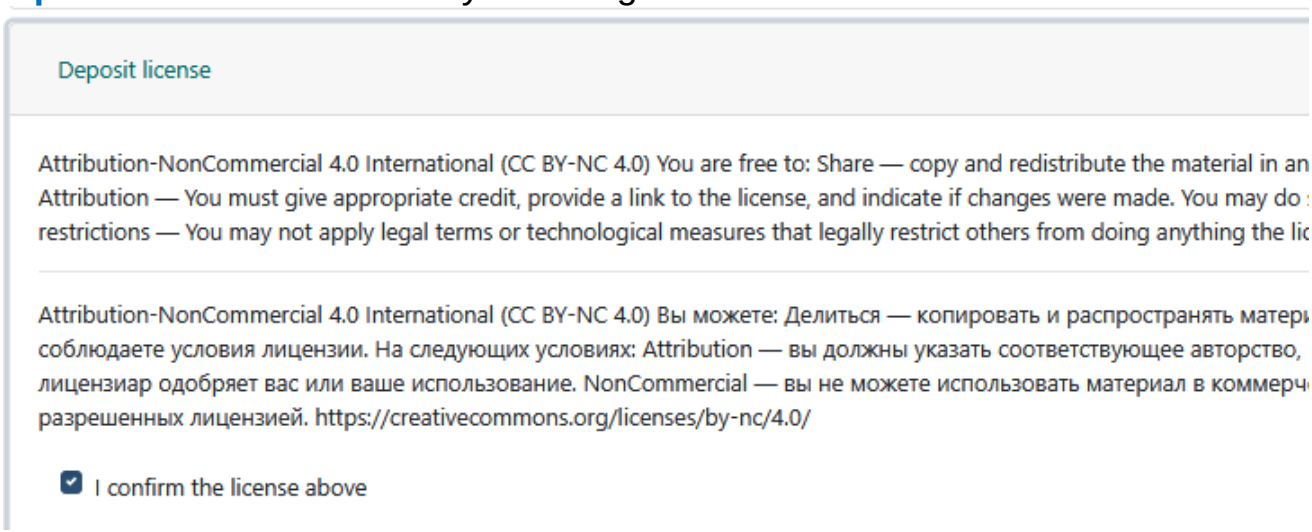

Below you will have one active field where you will need to select the date when the database will become available for viewing and downloading.



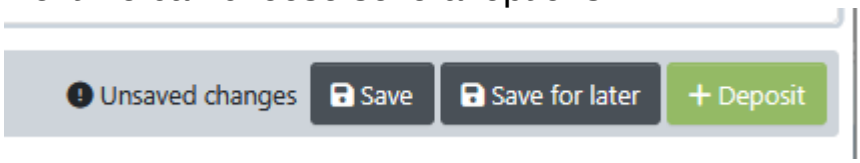

Once you've selected the date, click the "Save" button. Your database should have a checkmark next to its name.



**Step 4:** Confirm the license by checking the box

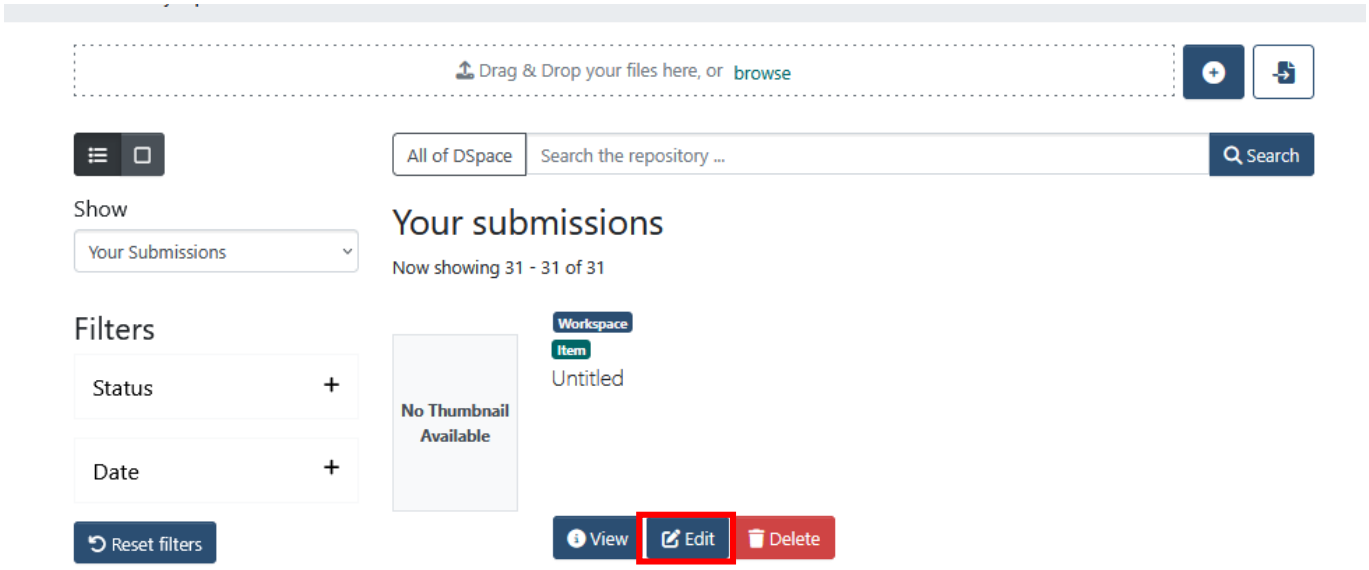



Next we can choose several options

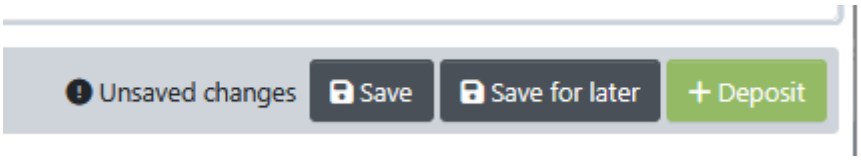



**Save** - Saves changes and allows further editing of fields.
**Save for later** - Saves changes and redirects you to the page with your materials!
Important: In both cases described above, the database is not published and is available for further editing.

In the "**Your Materials**" section, you can always continue editing the database description using the "**Edit**" button.



**Step 5:** Submitting the database for publication Once you have checked and filled in all the required fields and are ready to publish the database, you need to click the “**+Deposit**” button.




Important!
Once a database is submitted for publication,
it disappears from the "Your Materials" section and can no longer be edited.
The database will appear in the repository immediately after **moderation**.