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LOGGING IN

1. With a username:

If you have previously uploaded a dataset to DATADOI, belong to a user group associated with a dataset, or have separate access rights to restricted files, please first log in with your **username and password**.

1. Open the DATADOI login page.
2. Select the login method **“Username”**.

↳ Log In

Log in or sign up with your institutional account — [more information about account creation](#)>. Having trouble? Please contact DATADOI Support for assistance.

Log In with MyAccessID

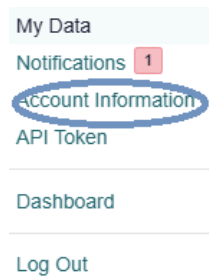
Other options

Username

[Sign up for a DATADOI account.](#)

For University of Tartu users, the username is the UT username (the part before the @ sign). For other users, the username is the beginning of the email address (the part before the @ sign). Before logging in, click **“Forgot your password?”**. A password reset link will be sent

to your inbox. After logging in, verify your email account by selecting “Account information” in the upper-right corner.

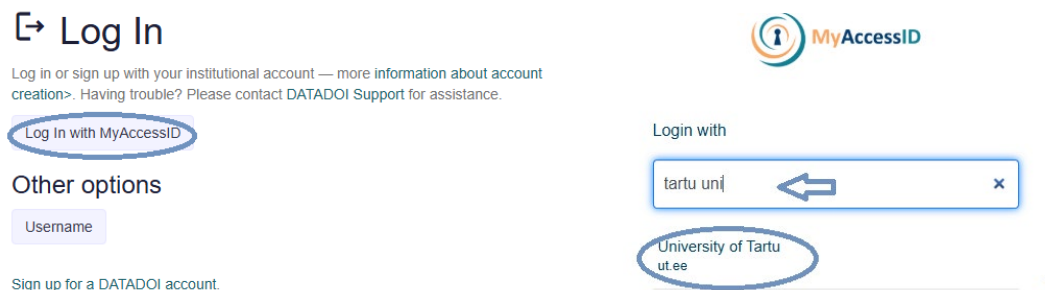


3. Check that you can see your datasets and/or files to which you should have access. If necessary, contact DATADOI support using the “Support” or “Contact” buttons, or by sending an email to datadoi@datadoi.ee.

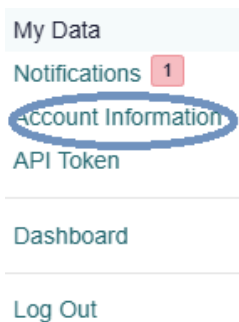
Later, you can also log in to DATADOI with your **institutional account** using the login method “Log in with MyAccessID”. If you have two DATADOI accounts, for example one username account and one institutional account, they can be merged later. After the accounts are merged, your rights to edit datasets, group memberships and access to files remain under one account.

2. With an institutional account:

1. Open the DATADOI login page.
2. Select the login method “Log in with MyAccessID” and find MyAccessID under your institution. Log in using your institutional username and password.



3. After logging in, verify your email account by selecting “Account information” in the upper-right corner.



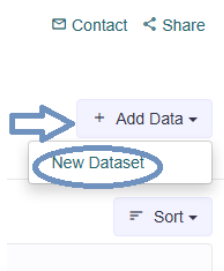
4. Check that you can see your datasets and/or files to which you should have access. If necessary, contact DATADOI support using the “Support” or “Contact” buttons, or by sending an email to datadoi@datadoi.ee.

ADDING A DATASET

1. Select your institution, unit and the appropriate collection.



2. Select the “Add data” button and then “New dataset”.



3. Fill in the dataset metadata. Add a **README file** describing the dataset and **files**.

*Asterisks indicate required fields

Citation Metadata ^

Title* ←

Add "Replication Data for" to Title

Author*

Name* 1) Family Name, Given Name or 2) Orga

Affiliation Dataverse.org +

Identifier Type Select... ↓

Identifier ←

Point of Contact*

Name 1) FamilyName, GivenName or 2) Organ

Affiliation Dataverse.org +

E-mail* name@email.xyz

Description* This field supports only certain HTML tags. ←

Files

All file types are supported for upload and download in their original format. If you are uploading Excel, CSV, TSV, RData, Stata, or SPSS files, see the guides for tabular support and limitations.

Upload with HTTP via your browser ^

Select files or drag and drop into the upload widget. Total size of Collection: 1.1 TB. Maximum of 1,000 files per upload. File upload limit is 1.0 TB per file.

Select Files to Add

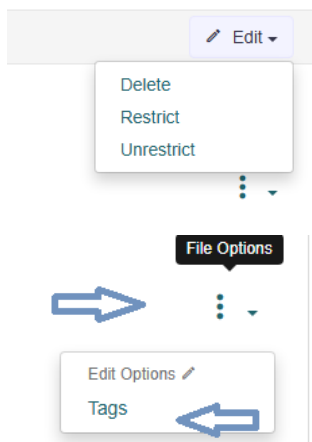
↑ → Drag and drop files here.

↓

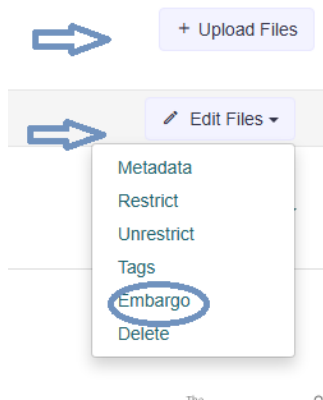
Metadata Tip: After adding the dataset, click the Edit Dataset button to add more metadata.

→ Cancel Save Dataset

4. Add a file description, set a restriction and/or add tags (documentation, dataset, code), if necessary, and then select the **“Save”** button:



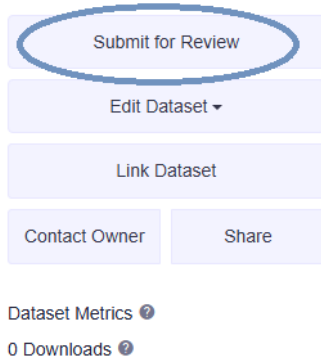
5. Add more files if needed, set restrictions or an embargo. Save.



6. Complete the metadata and choose a suitable license by selecting the “**Metadata**” button, then “**Add + Edit Metadata**” and the “**Terms**” button. Save.



7. Submit the dataset to the administrator for review:



ANONYMOUS PREVIEW URL

To obtain an anonymous preview link, please complete steps 1–7 described in the “Adding a dataset” section of the guide and then contact the administrator at datadoi@datadoi.ee. This allows the dataset to be submitted for review in a way that does not reveal information related to the dataset creator to the reviewer. When you are ready to publish the dataset after the review, please contact the administrator again.

Dataverse user guide:

<https://preview.guides.gdcc.io/en/develop/user/index.html>