A step-by-step guide to submitting your eThesis to WREO

You must upload your final, examined and awarded thesis to [White Rose eTheses Online (WREO)](#). The steps below will guide you through the process.

Step 1: Create an account on WREO
1. Go to [White Rose eTheses Online (WREO)](#).
2. Select "Create Account" from the Deposit box.
3. Enter your name. This must be your full legal name as held in the University's registration records.
4. Select your institution.
5. Enter your student ID number. This is your registration number as shown on your UCard.
6. Use a long-term email address, not your University of Sheffield student email address which will be closed down shortly after your degree is awarded. You may need to be contacted about your eThesis after your student email address has expired. Choose a memorable username and password.
7. Enter the words displayed when prompted.
8. Click "register".
9. Activate your account from the confirmation email.
10. Enter your username and password to log in.

Step 2: Add the details of your thesis
1. Select "Your thesis".
2. Click on "Create thesis (start here)".
3. On the "your details" screen complete each compulsory field (marked *)
4. Ensure that you add a long-term email address, not your University of Sheffield email address.
5. Ensure that you add the names of your supervisor(s) and their email address(es). This is important so that your supervisors receive a copy of the email notification confirming the upload of the eThesis and the embargo information selected.
6. In the "student ID" box, please add your registration number, which can be found on your UCard.
7. Please ensure that you select the correct academic department in which you are registered, even if you have supervisors from other departments.
8. On the next screen "Details", you should add the details of your thesis, including the title and abstract.
9. Check that the abstract displays as intended. Some fonts, scientific symbols and complicated formatting may display incorrectly.
10. There are two abstract fields, public and restricted. The public field will be made available immediately once your thesis is made live. You do not have to add a restricted abstract if you do not need one, e.g. if you are not embargoing your thesis. Some students choose to include more detailed or sensitive information in the restricted abstract box, as it will not be made available until after any embargo has expired. If you are unsure about this, please ask your supervisor for advice.

Step 3: Upload the thesis file(s)
The next screen is the "upload" screen where you add any files and set an embargo, if required.
1. Browse to the thesis file on your computer and upload it.

2. You should upload the final, examined and corrected version of your thesis as a single PDF file, wherever possible.
3. In all cases, one complete eThesis file is required. However, in some cases it may also be necessary to provide a redacted version of your eThesis. Guidance on when a redacted eThesis might be required is available from: https://www.sheffield.ac.uk/rs/code/librarycopy.
4. Ensure that you select the correct content type. If you are only uploading one complete ethesis, please select "Final eThesis-complete". If you are uploading a redacted eThesis, please select "Final eThesis–redacted". Please note that if you are uploading a redacted eThesis, you will also need to upload a complete eThesis as well, although this will be permanently embargoed.
5. Do not upload your Access to Thesis or extended Embargo request form. Only files that form part of your thesis should be uploaded

Step 4: Add your embargo period (if applicable)

You are expected to make your e-thesis open access immediately in WREO unless there are exceptional circumstances that require an embargo. Guidance on when an embargo might be required is available from: https://www.sheffield.ac.uk/rs/code/embargoes. Any embargo should be discussed with your supervisor. To add an embargo period:

1. Choose the appropriate embargo period from the drop down menu.
2. Specify the reason for the embargo.
3. If you select an embargo length that exceeds one year, you will be prompted to apply for an extended embargo. You should submit the 'Extended Embargo request form' promptly to avoid any delay in dealing with your eThesis.
4. Choose the agreed Creative Commons licence type.

Step 5: Review and Deposit item

1. On the next screen "review", you will be able to see what you have uploaded, including whether any information is missing. Add or amend any of the details if prompted.
2. Check that you are happy with the Thesis preview.
3. Click the green Deposit button to deposit your eThesis. That will send your eThesis to the next stage for review by the University. If you are not yet ready to deposit, you can choose to save for later.

After you have deposited your eThesis

1. After you have deposited your eThesis you will receive confirmation via email. A confirmation email will also be sent to your supervisor(s).
2. If you need to make any changes to your deposit, please do not create a new eThesis record as this will create a duplicate record. If you have already deposited your eThesis and need to change anything before it goes live, please email pgr-enquiries@sheffield.ac.uk. Please note however, that it is not normally possible to make changes to an eThesis once it has been made live.
3. There will be a delay between the thesis being deposited and it going live. ETheses do not go live until after your degree has been awarded.