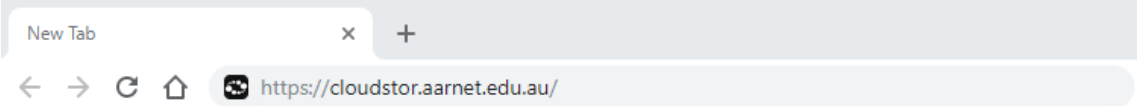


HOW TO UPLOAD YOUR THESIS TO CLOUDSTOR

If you have a technical enquiry about how to access CloudStor, upload a document, share a link, etc., please contact the IT Service Desk: <https://uws.service-now.com/Portal/>

STEP 1.

Access the CloudStor file sharing service: <https://cloudstor.aarnet.edu.au/>



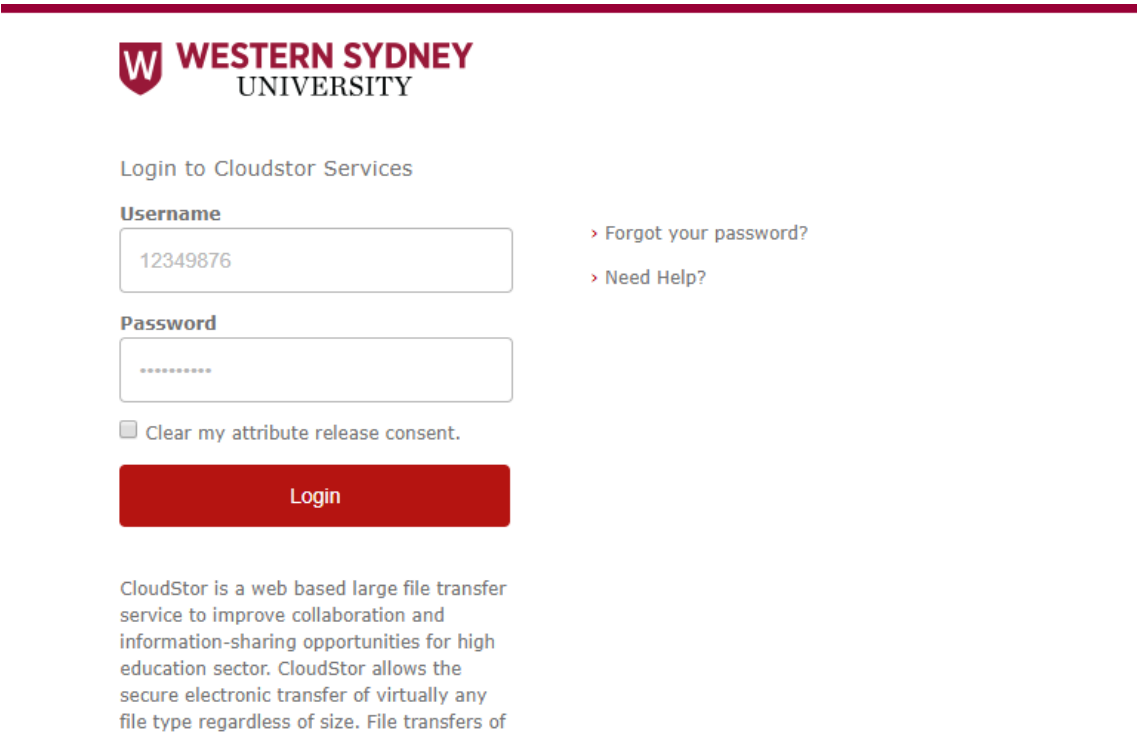
STEP 2.

Select Western Sydney University from the list of institutions.



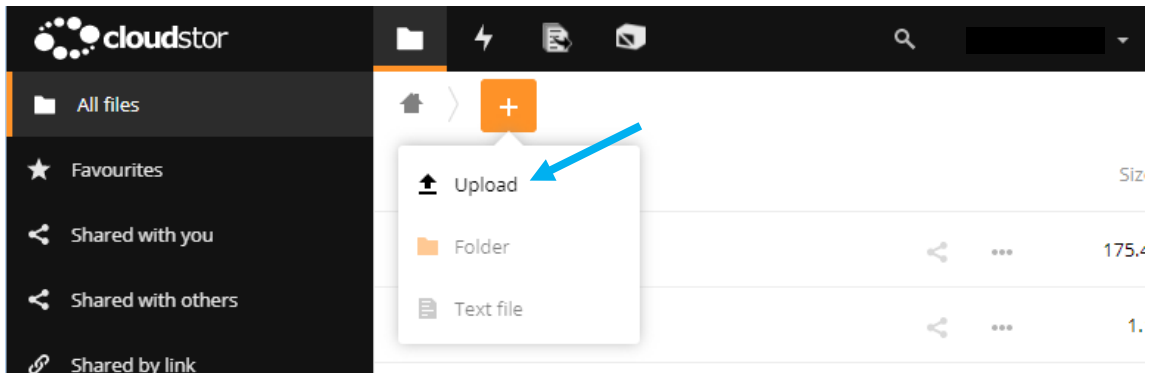
STEP 3.

Log in to CloudStor using your Student ID and password.



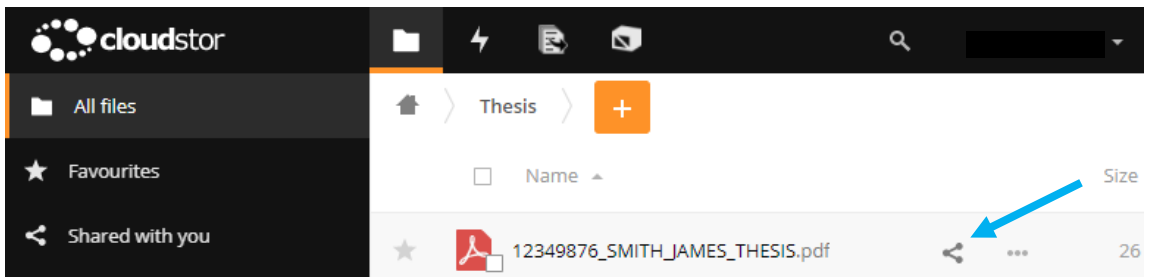
STEP 4.

Upload your thesis file to CloudStor (STUDENTID_LASTNAME_FIRSTNAME_THESIS.pdf).



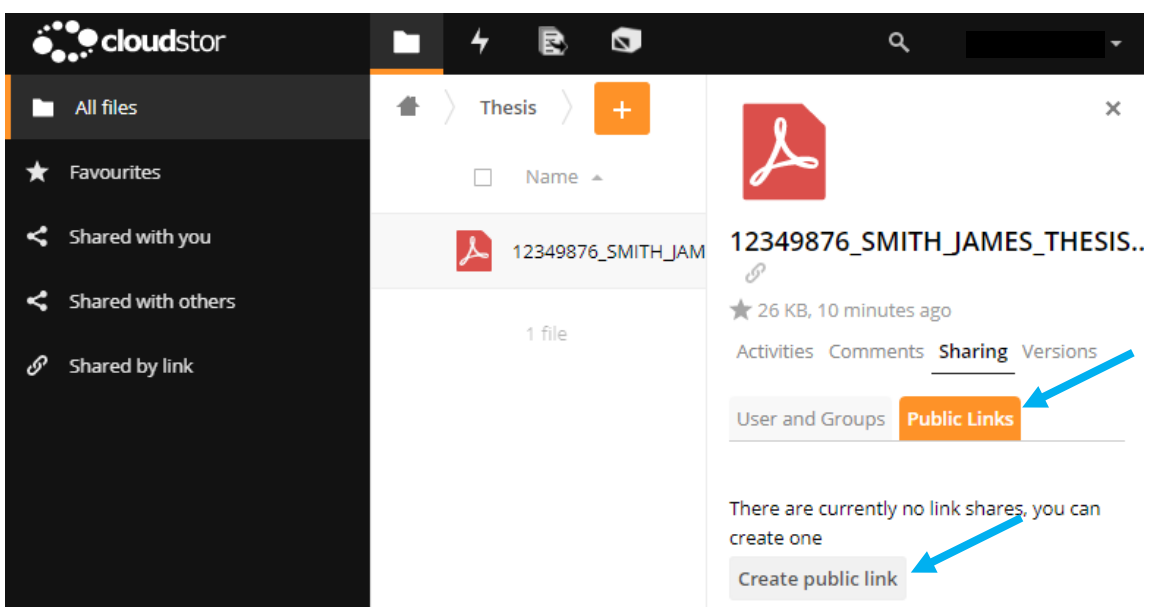
STEP 5.

Select the share icon.



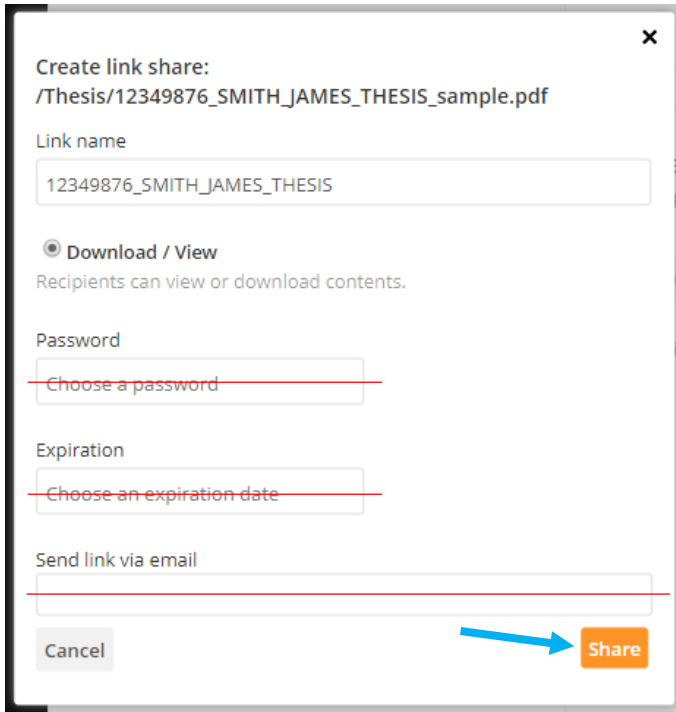
STEP 6.

Select Public Links and Create public link.



STEP 7.

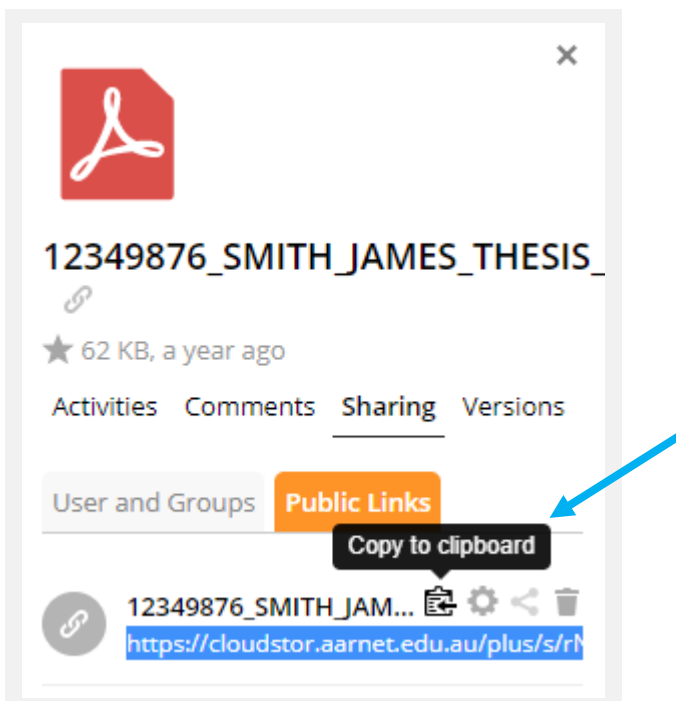
Select Share. Do not edit or complete the other fields.



The screenshot shows a 'Create link share' dialog box for a PDF file named '/Thesis/12349876_SMITH_JAMES_THESIS_sample.pdf'. The 'Link name' field contains '12349876_SMITH_JAMES_THESIS'. The 'Download / View' option is selected, with the note 'Recipients can view or download contents.' Below this, the 'Password' and 'Expiration' fields are present but contain placeholder text 'Choose a password' and 'Choose an expiration date' respectively, both crossed out with a red line. At the bottom, there is a 'Send link via email' field, also crossed out with a red line. A blue arrow points to the 'Share' button, while the 'Cancel' button is on the left.

STEP 8.

Copy the full hyperlink – you will need this link to complete your HDR Thesis Submission eForm.



The screenshot shows the 'Public Links' section for a file named '12349876_SMITH_JAMES_THESIS_'. The file is 62 KB and was uploaded a year ago. The 'Public Links' tab is active, and a blue arrow points to a 'Copy to clipboard' button. Below this, the full hyperlink is displayed: <https://cloudstor.aarnet.edu.au/plus/s/rM...>. The 'User and Groups' tab is also visible on the left.