


## Quick reference guide for uploading your thesis

 Start met invoeren

1. Use this button for uploading your thesis.



**Automatisch opslaan**

2. All changes are automatically saved.



**Afstudeerbegeleider instelling**

3. In this block you can add the HU graduation supervisor. If your supervisor is not included in the overview, you can enter the name of the supervisor in the Comments field.



**Opleiding, lectoraat etc.:**

4. In this block you add your program (so do not choose the HU).



**Publiceer in:**

5. In this block you add your thesis to the HU collection. After that, it becomes visible in the HBO Knowledge Base. Please note that this may take several days.



**Koppel**

6. The hyphen adds an author, supervisor or training.



**Toevoegen**

7. The plus sign adds a file.

 Logout

8. Have you filled in everything? Then you're done! Your thesis is automatically saved and processed by a HU library staff member. Therefore, it may take several days for your thesis to become visible on [HBO Knowledge Base](#). If your thesis is not yet visible after five days, please contact the library at your college.

*Please note! Do not forget to register your thesis at the HU collection via "Publish in." If you don't do this, the thesis will not be processed.*