

Software Registration (ETH transfer) Upload Instruction (Englisch)

How to upload your software to the ETH Data Archive for Software Registration (ETH transfer):

<http://data-archive.ethz.ch/deposit>

This service is provided by ETH Library to affiliates of ETH Zurich. You may deposit data you produced as part of your employment with ETH Zurich.

1. Prepare your data (ZIP or tar file)

Please pack all your files and documentation into a **ZIP or tar file**. ZIP files are recommended for Windows users, tar files for Mac users. For preservation reasons, please do not use compression while creating the ZIP or tar files. It is recommended not to upload files bigger than 10 GB.

See also our further information regarding formats and data upload:

[File formats for archiving](#)

[Preparing your files](#)

Please proceed as described on the ETH transfer "Software Disclosure and Registration" web page: <https://www.ethz.ch/en/industry-and-society/intellectual-property/software/software-disclosure.html>

For CLOSED Source Software:

- If you are already in contact with and advised by ETH transfer, store all source code and documentation files into a ZIP or .tar archive, otherwise before registering the software.
- Please complete and sign the "Software Disclosure" form, send it to ETH transfer and contact ETH transfer (<https://www.ethz.ch/en/industry-and-society/tto/staff.html>).

For OPEN Source Software:

- Please store all source code and documentation files into a ZIP or tar archive, and
- Include a file named LICENSE that contains the text with the chosen OSI open source license (<http://opensource.org/licenses/alphabetical>)

If you plan to upload a new version of a software package that is already stored in the ETH Data Archive, [please contact us](#). We will give you advice on how to set the metadata to describe the relationship between the old and the new version.

2. Apply for a user account

Go to <http://data-archive.ethz.ch/deposit> and click on "Register", or go directly to <https://login.data-archive.ethz.ch/register>.


<h2>Register for deposit</h2> <p>Peter</p> <p>Mustermann</p> <p>pmustermann</p> <p>Register</p>	<p>Please enter your first name, last name and nethz user name and click on "Register"</p>
<p>Senden</p> <p>Von pmustermann@ethz.ch</p> <p>An... <u>ETHBIB Data Archive</u></p> <p>Cc...</p> <p>Betreff registration for deposit</p> <p>first name: Peter last name: Mustermann user name: pmustermann</p>	<p>An e-mail containing your registration details will be generated automatically in your default e-mail client. Please click "Send".</p> <p>Your user account will be ready for use within the next working day. You will get a personal e-mail message that informs you on how to proceed.</p>

Note: Your user account will be valid for two years after first registration. After its expiration, you will not be able to log in to deposit new data. In this case, please contact us at data-archive@library.ethz.ch to renew your account.


3. Upload your data

Go to the deposit module: <http://data-archive.ethz.ch/deposit>


3.1 Login

<p>Login ETH Data Archive</p> <h2>Deposit Data</h2> <p>pmustermann</p> <p>.....</p> <p>Sign in</p> <p>Register for ETH Data Archive deposit account</p>	<p>Enter your nethz user name and password and click on the sign in button.</p>
<p> Deposit Activities</p> <p>Draft (0) Submitted (0) Returned (0) Declined (0) Approved (0)</p> <p>Add Deposit Activity</p>	<p>Click on "Add Deposit Activity "</p> <p><i>Note: This is your personal deposit interface where you can find all your deposits: drafts as well as successfully archived packages.</i></p>

3.2 Deposit Workflow

<p> Deposit Workflow</p> <p>Please choose appropriate upload workflow:</p> <p><input type="radio"/> CLOSED Source Software Registration (ETH transfer)</p> <p><input type="radio"/> OPEN Source Software Registration (ETH transfer)</p>	<p>Please choose the appropriate upload workflow according to the ETH transfer "Software Disclosure and Registration" webpage:</p> <ul style="list-style-type: none"> • CLOSED Source Software Registration • OPEN Source Software Registration
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3.3 Descriptive Information

 Descriptive Information	
* Software Name	<input type="text"/>
* First Developer [Last Name, First Name]	<input type="text"/>
Second Developer [Last Name, First Name]	<input type="text"/>
Further Developer [Last Name, First Name]	<input type="text"/>
* Affiliation	<input type="text"/>
Further Affiliations	<input type="text"/>
* Commercial exploitation rights by	<input checked="" type="radio"/> ETH Zurich only <input type="radio"/> ETH Zurich and third parties
* Programming languages	<input type="text"/>
Other technical requirements	<input type="text"/>
* License used	Please choose appropriate license
Publications in conjunction with software	<input type="text"/>

Please enter **descriptive information** about your software package.

Fields marked with * are mandatory.


If you deposit closed source software, please indicate your **ETH transfer reference number**. Please contact ETH transfer if you do not know the reference number.

If you deposit open source software, please choose from the drop-down menu the **license** under which the software will be distributed.

Some of the fields have tooltips that give you short descriptions of what kind of information is expected.

Note: This descriptive information will be publicly available in the Search Portal in case you publish your Software as Open Source Software (<http://www.library.ethz.ch/en/>).

3.4 Assertion of Copyright

 Assertion of Copyright	
Access Rights	
<input checked="" type="radio"/>	ETH transfer OPEN (data is publicly available after upload)
Retention Policies	
<input checked="" type="radio"/>	Retention only 15 years


On the "Assertion of Copyright" page, the appropriate access rights policy has been automatically set according to the Upload Workflow you have chosen before.

- OPEN means: Everybody can access your software package
- STAFF ONLY means: only ETH transfer and ETH library staff (and yourself) can access your software package

All software packages will be archived for 15 years.

Please read the agreement carefully and check the "accept" box.

3.5 File Upload


Upload Files

Please upload your files here:

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Upload File 1

Description:	Upload of uncompressed .zip files. Recommen
File	<input style="width: 90%;" type="text"/>
Label	<input style="width: 90%;" type="text"/>
Notes	<input style="width: 90%; height: 40px;" type="text"/>

-
Upload File 2

Description:	Upload of uncompressed .tar files (no tar.gz).
File	<input style="width: 90%;" type="text"/>
Label	<input style="width: 90%;" type="text"/>
Notes	<input style="width: 90%; height: 40px;" type="text"/>

Please choose "Upload File 1" for ZIP files or "Upload File 2" for tar files and select the file you want to submit.

The maximum file size permitted to upload is 10 GB.

Label and notes are optional.

Make sure that the open source package contains the license file.

3.6 Save or Submit

Save as Draft

Submit Deposit

You can either save your uploaded software package as a draft or submit it directly to the ETH Data Archive.

When your data is validated and successfully archived, you will receive an e-mail notification that provides you with a **persistent link to** your software package. This may take up to two working days.

Note: The DOI link indicated in the e-mail notification (open source software only) will be active the following day.

General Remark: Due to software updates, the design of the user interface can change and the screenshots shown above may not correspond to the actual appearance. But the process and the functionalities remain the same.

If you have any questions, please do not hesitate to contact the Research Data Management and Digital Curation Team:

data-archive@library.ethz.ch
<http://www.library.ethz.ch/Digital-Curation>