

Instructions **_Creating a folder in OneDrive** and generating a link to deliver materials for CREUČ

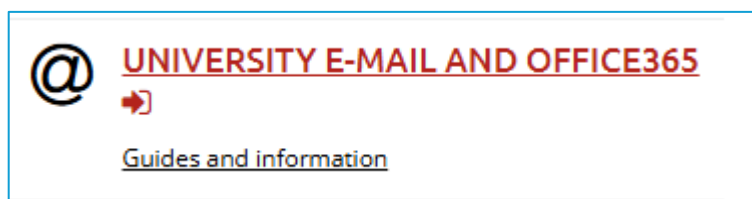
- Files with documents for recording artistic outputs sometimes exceed the size limits of email, so a system for submitting documents in electronic form via OneDrive has been set up.
- The author of the artistic output creates a folder in the OneDrive application in which he/she saves the documents for the registration of the artistic output and **copies the link to his/her folder into the form for collecting documents**. The CREUČ registry processors download the documents from the folder and attach them to the record in the CREUČ system.

The CREUČ registration methodology requires the attachment of documents **in pdf format**.

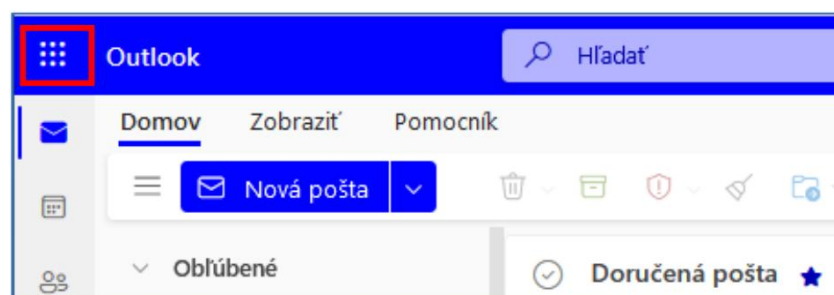
- If additional clarification/explanation is needed → contact the CREUC records processor:
creuc@vili.uniba.sk

1 ► Creating a folder

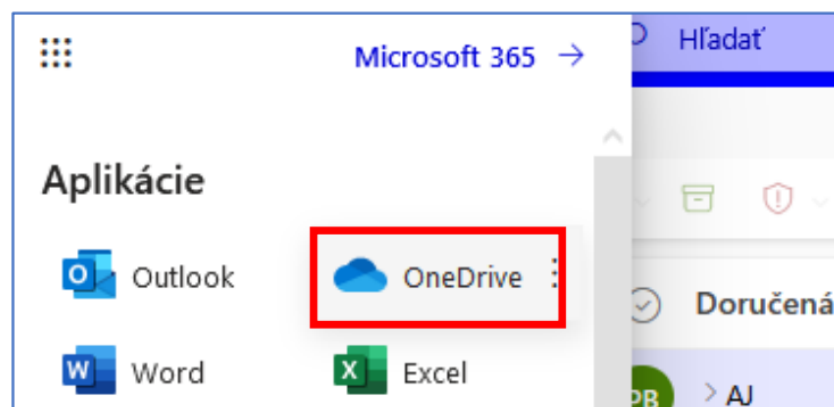
OneDrive availability → from the university email web interface: <https://moja.uniba.sk/?lang=en>



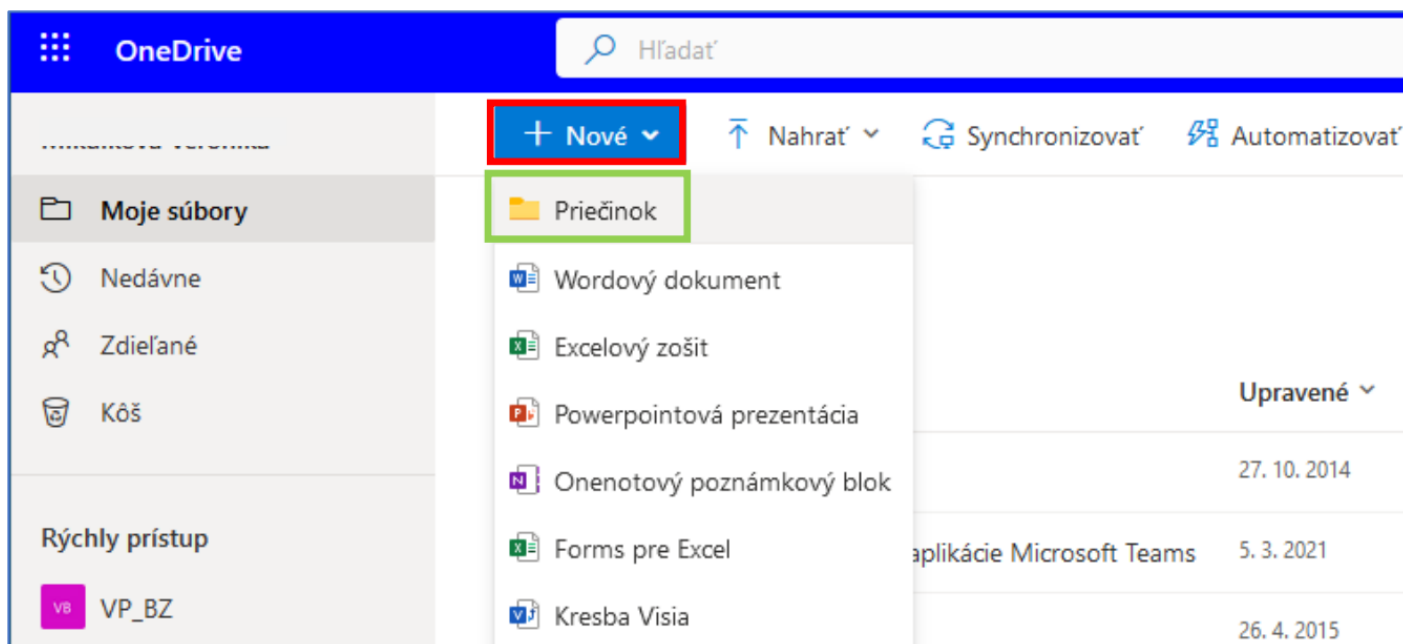
- Log in to your university email/Outlook → click on "9 dots".



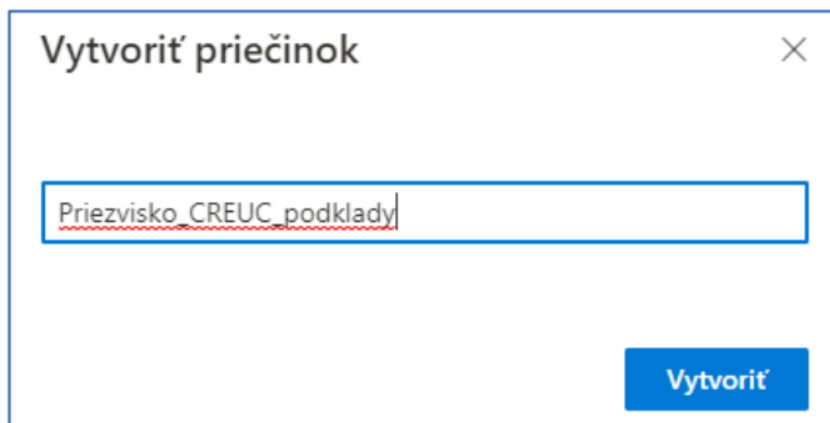
- Select the OneDrive app.



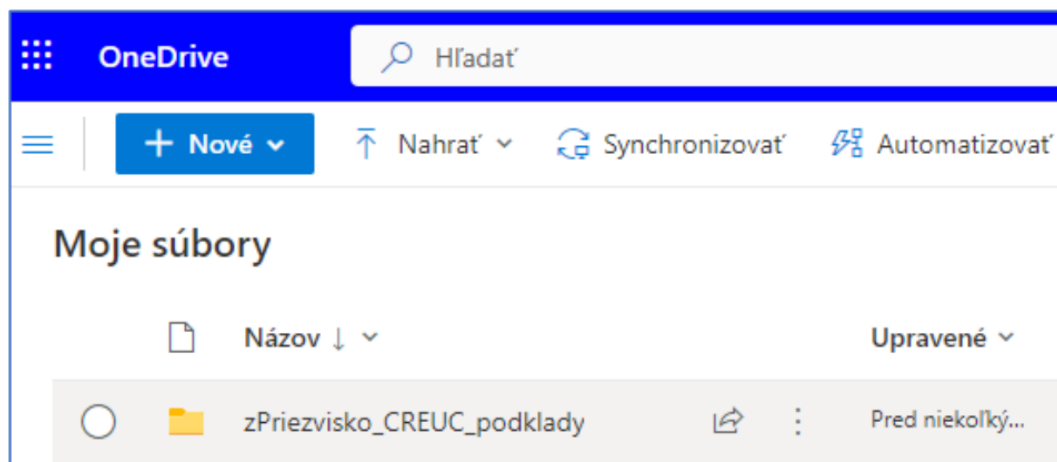
► Select → **Nové** (New) → **Priečínok** (Folder).



► Name the folder (recommended string: Surname_CREUC_documents) → click **Vytvoriť** (Create)

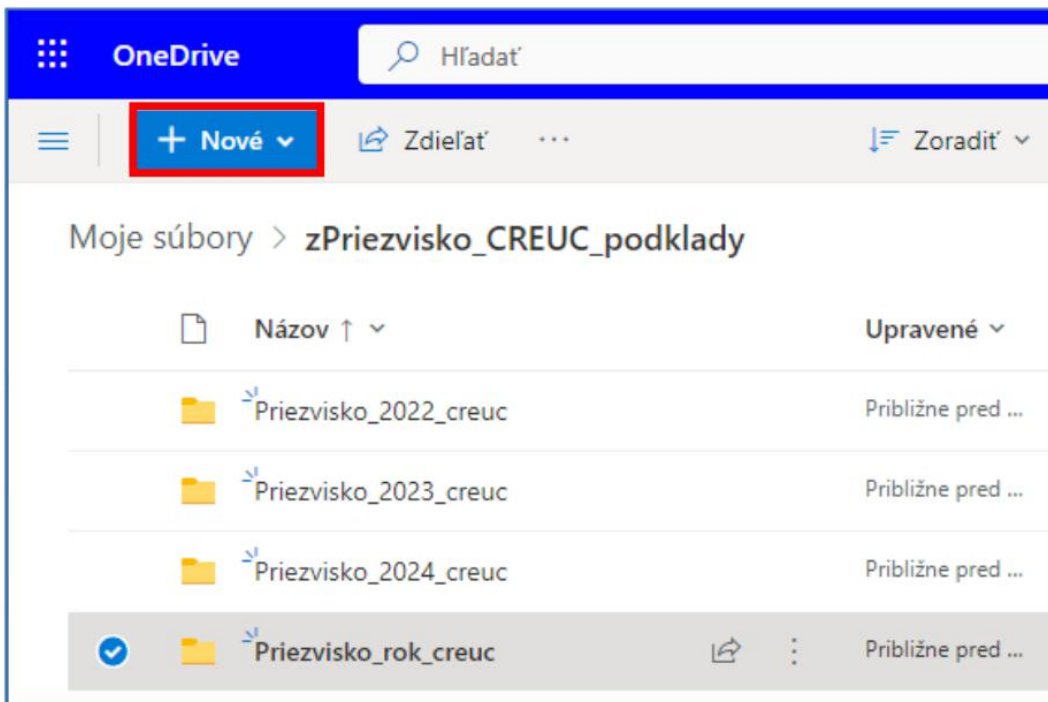


► Created folder in OneDrive:

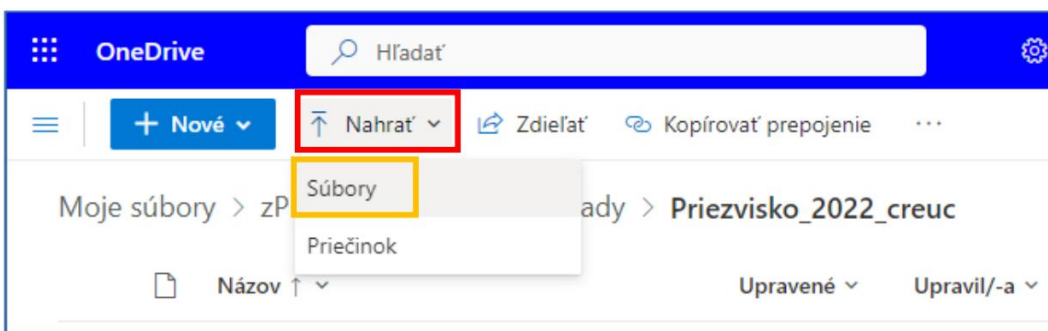


► Double-click on the folder name → within the folder, it is possible to create a system of subfolders for documents for specific years in the same way.

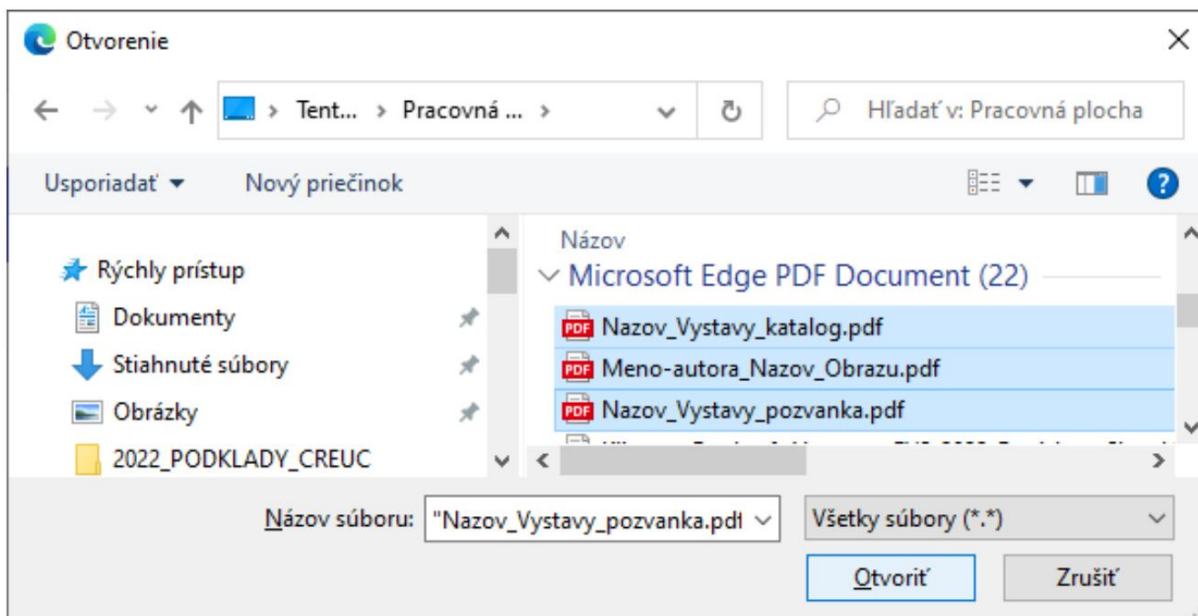
► **Recommendation** → create a system for storing documents for artistic outputs in folders by year.



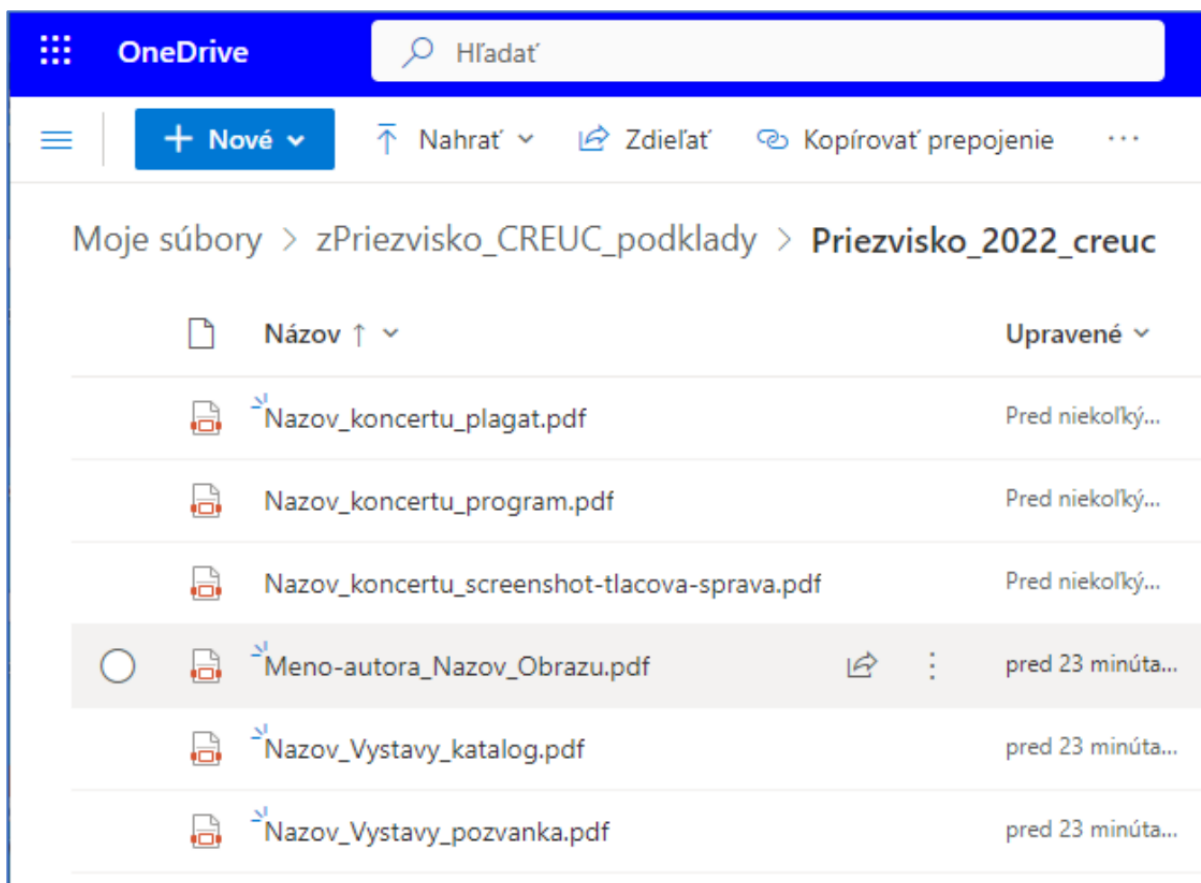
2 ► **Save the documents to a folder** → select **Nahrat'** (Upload) → **Súbory** (Files).



► Select the asset files on your computer and click **Otvoriť** (Open).

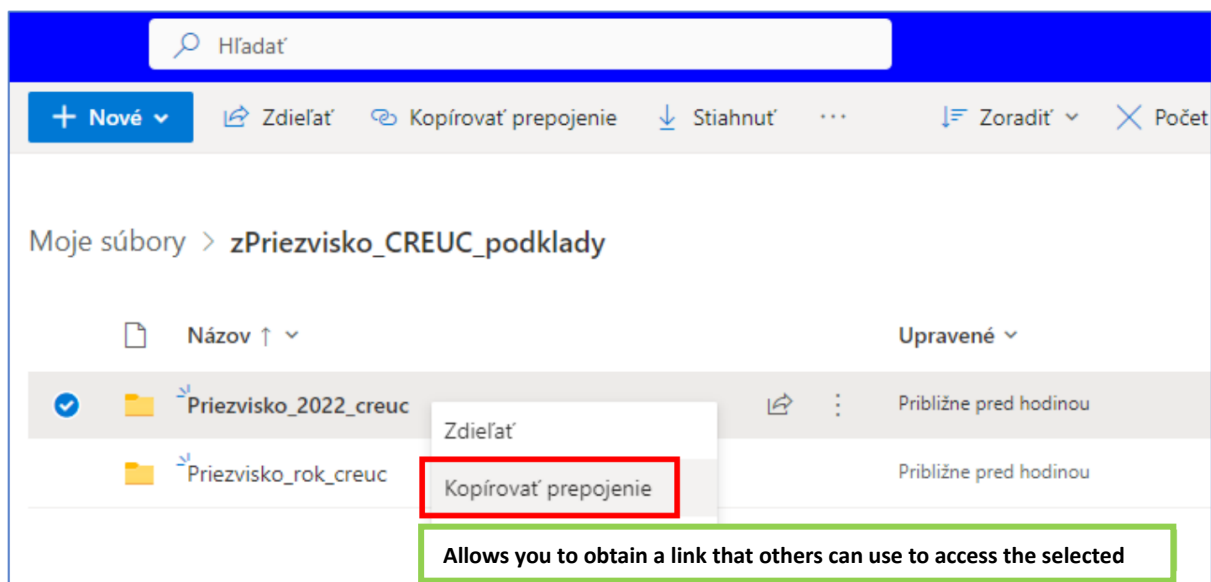


► Uložené podklady v priečinku:



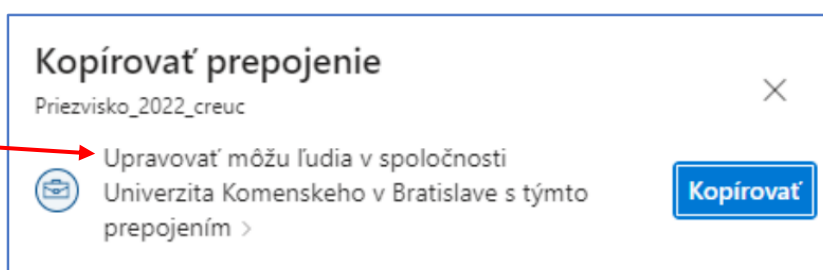
3 ► Create a link = Link to the materials:

Right-click on the name of the folder with the assets → select **Kopírovať prepojenie** (Copy link).



► Click **Kopírovať** (Copy) →

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- Click **Kopírovať** (Copy):



Prepojenie na položku Priezvisko...2022_creuc
sa skopírovalo

Kopírovať

 Upravovať môžu ľudia v spoločnosti Univerzita Komenského
v Bratislave s týmto prepojením >

People at Comenius University in
Bratislava can edit with this link.

- Then paste Ctrl + V → Link into the CREUČ form Collection of documents:

Nakopírovať prepojenie na OneDrive priečinok/súbor: *

https://liveuniba-my.sharepoint.com/:f:/g/personal/uniba_sk/Eh9CZL1bIQhBIICzORzMnWoBkRLjxocINKa

Meno a priezvisko: *

E-mail, na ktorom Vás môžeme kontaktovať v prípade potreby doplnenia údajov: *