

# Instructions for Electronic Thesis Submission

If you have any technical enquires about how to access CloudStor, upload documents, share links, 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/>



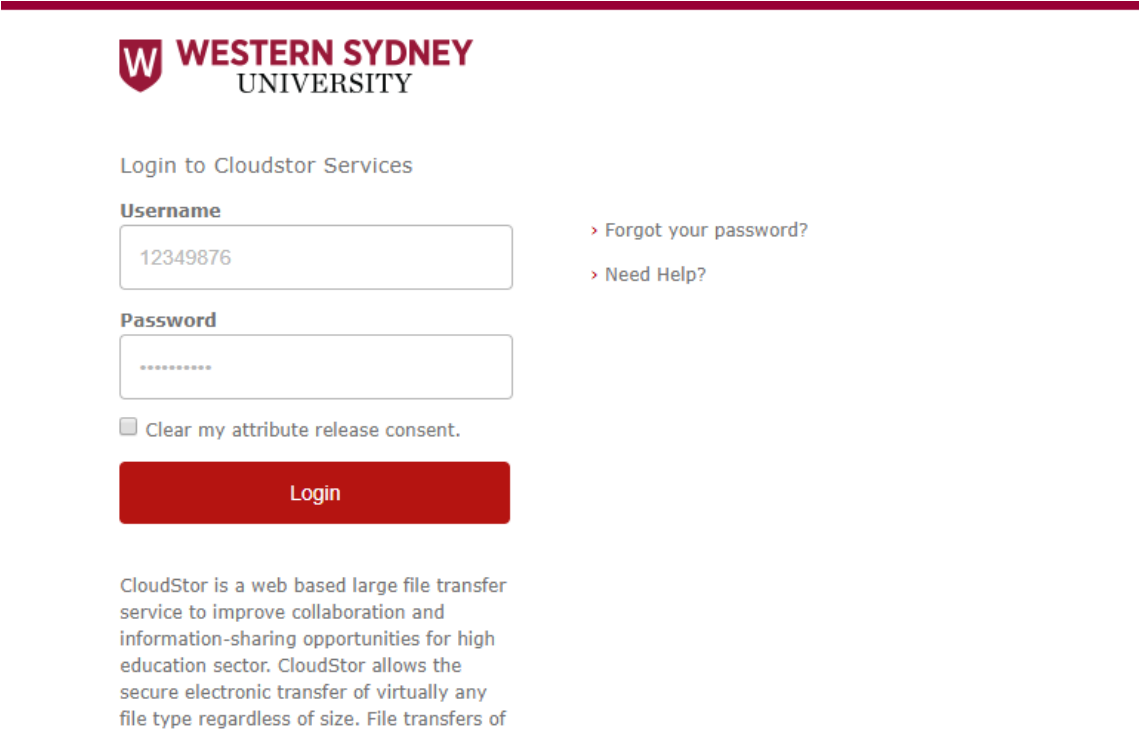
## STEP 2.

Select Western Sydney University from the list of institutions.



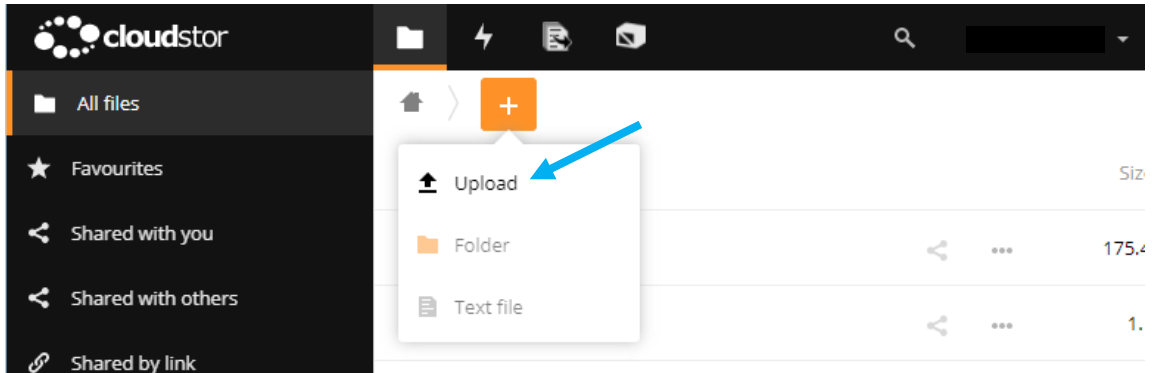
## STEP 3.

Login in to CloudStor using your Student ID and password.



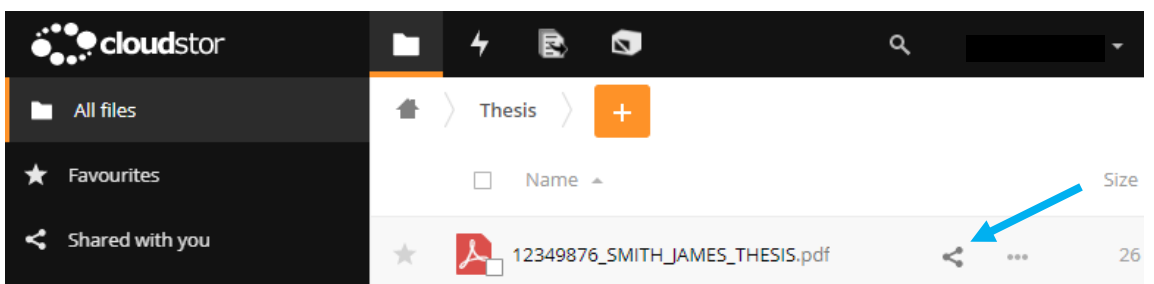
#### STEP 4.

Upload your thesis file to CloudStor (STUDENTID\_LASTNAME\_FIRSTNAME\_THESIS.pdf).



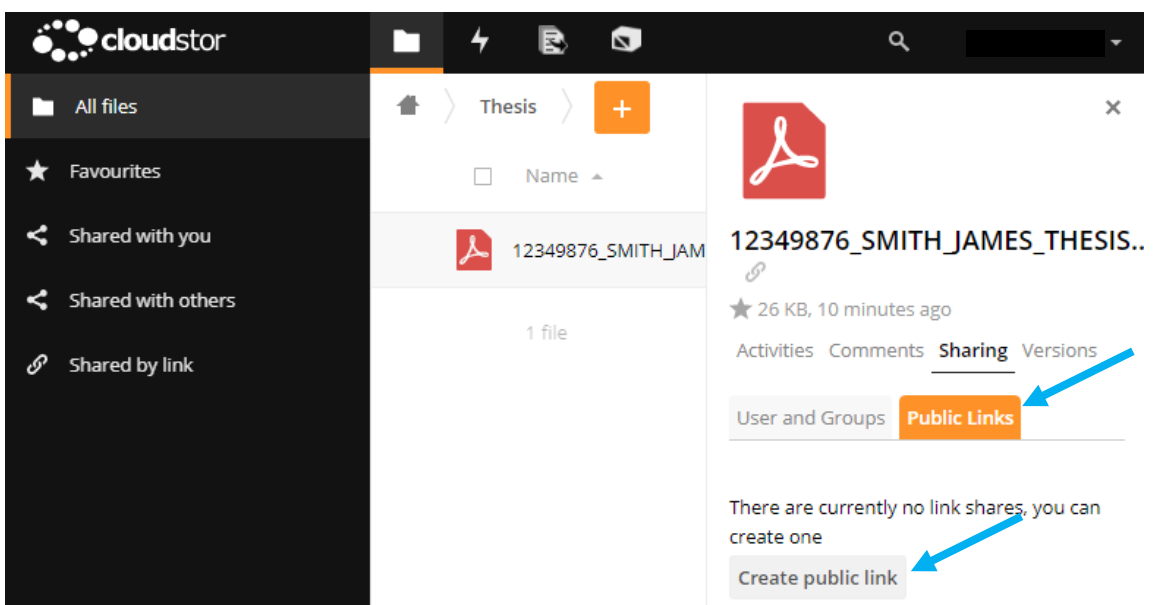
#### STEP 5.

Select the share icon.



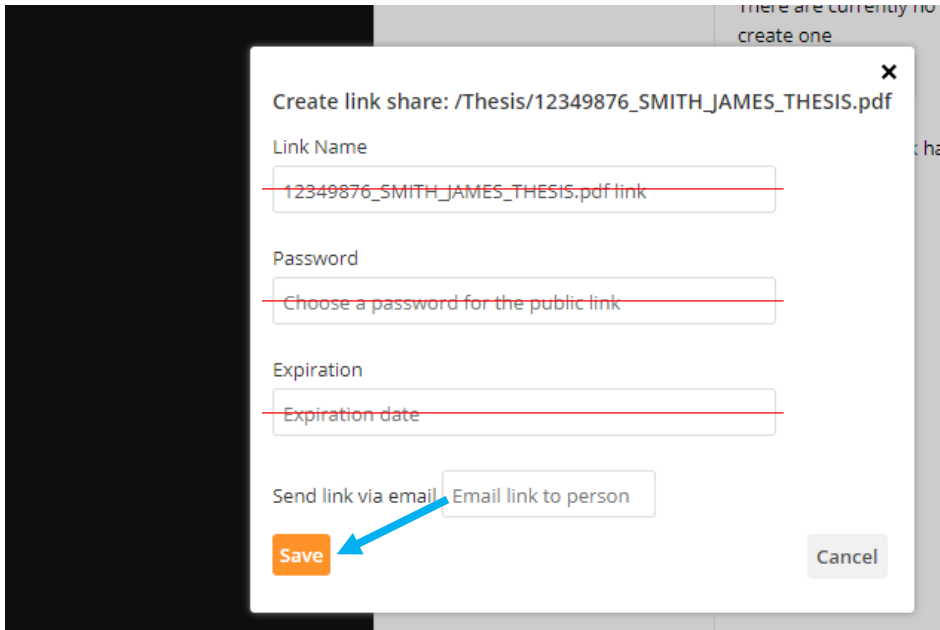
#### STEP 6.

Select Public Links and Create public link.



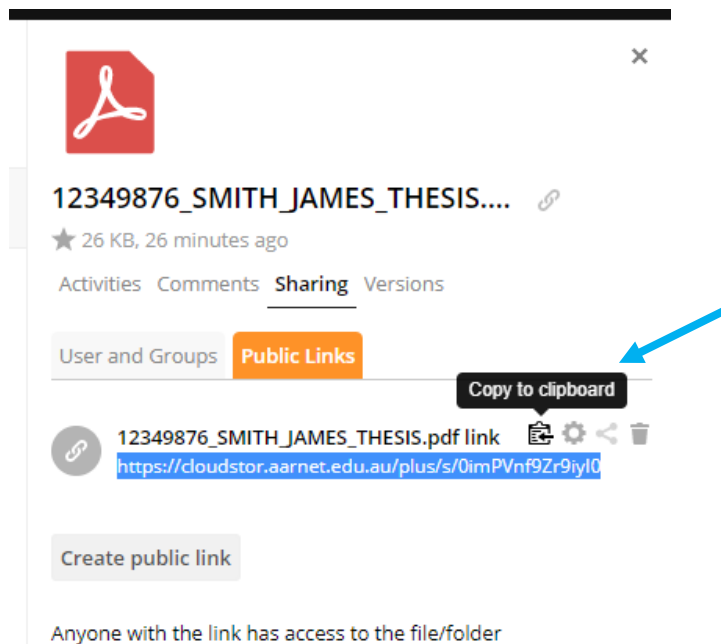
## STEP 7.

Select Save. Do not edit or complete the extra fields.



## STEP 8.

Copy the full hyperlink.



## STEP 9.

Paste the link to your thesis in an email to: [grs.exams@westernsydney.edu.au](mailto:grs.exams@westernsydney.edu.au)

The email must be sent from your student email account.

Include in the body of the email your student ID, full name, principal supervisor's name, co-supervisor's name(s) and your thesis title. Use the recommended format below.

Use the email subject line: SID\_LASTNAME\_FIRSTNAME\_THESIS

Remember to attach your approved Examination Submission Form.

Send	To...	<input type="text" value="grs.exams@westernsydney.edu.au"/>
	Cc...	<input type="text"/>
	Bcc...	<input type="text"/>
Subject		<input type="text" value="12349876_SMITH_JAMES_THESIS"/>

Dear GRS Exams,

Student ID: 12349876  
Student name: James Smith  
Principal supervisor: Prof. X  
Co-supervisors: Dr R & Dr S  
Thesis title: The Complete History of Western Sydney University

<https://cloudstor.aarnet.edu/plus/s/0imPVnf9Zr9iyI0>

I hereby submit my thesis for examination.

Best regards,  
James.