

### **Appendix 3: 5 task scenario for data depositors**

Step 1: Logging into the TDR through the institutional login

- Use this link to navigate to the TDR homepage: <https://data.tdl.org/>
- Log into the TDR using your NetID and password.

Step 2: Setting up your Dataverse for your research project

- Create a Dataverse.
  - Note: In order to create a dataverse, click on the Texas A&M University icon.

Step 3: Adding/uploading dataset to your Dataverse

- Now that you have created a Dataverse, add a dataset for your Dataverse.

Step 4: Add/edit your metadata

- Now that you have uploaded and saved your data, click on the Metadata Tab and then Add+Edit Metadata button to add more metadata to make your data more discoverable.

Step 5: Editing your file description

- Add a description of your file in the appropriate “file description” field.