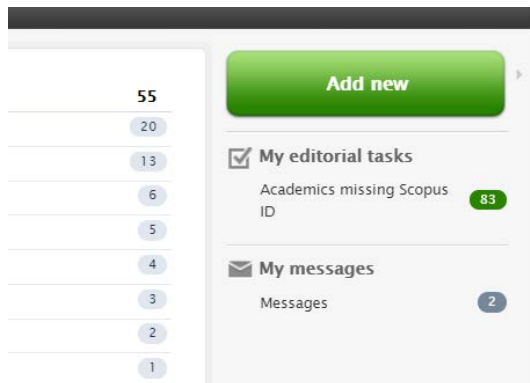


# How to register **Artistic work** in LUCRIS

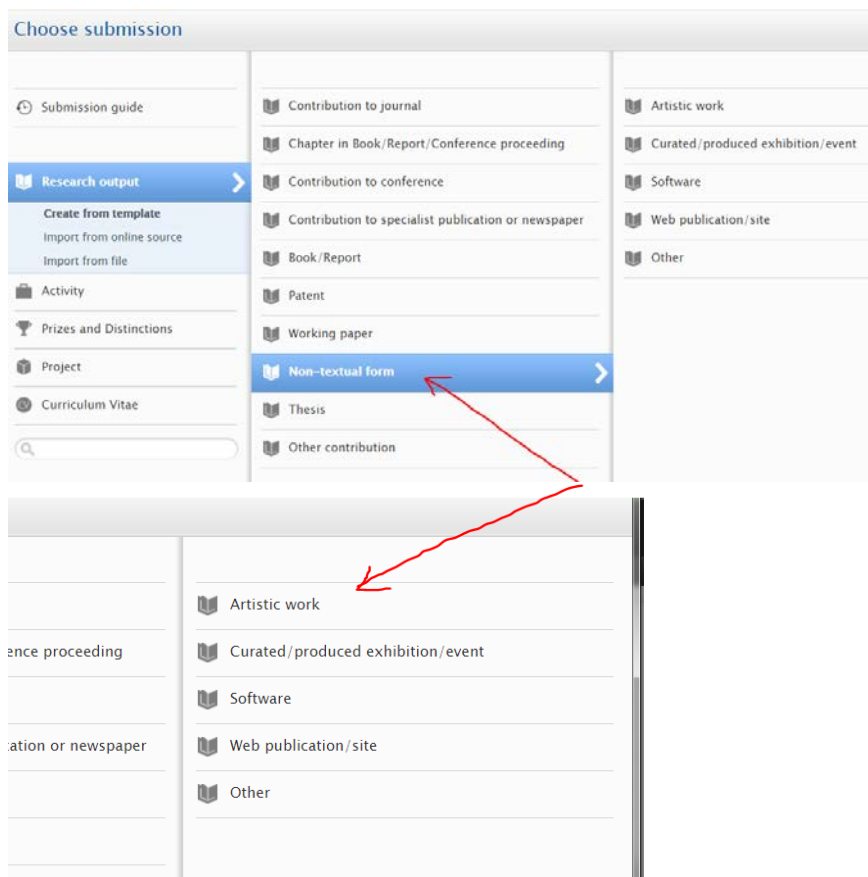
Log in to Lucris with you Lucat-id (via VPN if you are not in the university network):

- ➔ Log in: <https://lucris.lub.lu.se>
- ➔ Information: <https://www.staff.lu.se/research-and-education/research-support/lucris-research-information-system/modules-in-lucris/research-output>

When you have logged in to Lucris you will reach the first page, press the button "Add new":



When you press the Add new-button this view appears, choose "Non textual form" to add artistic work:



Once you are there, fill in all the fields marked with \*  
AND – also fill in the **Subject classification (UKÄ)**. This is important for making it possible to classify output that is Artistic (i.e. for distinguishing Music from Musicology etc).

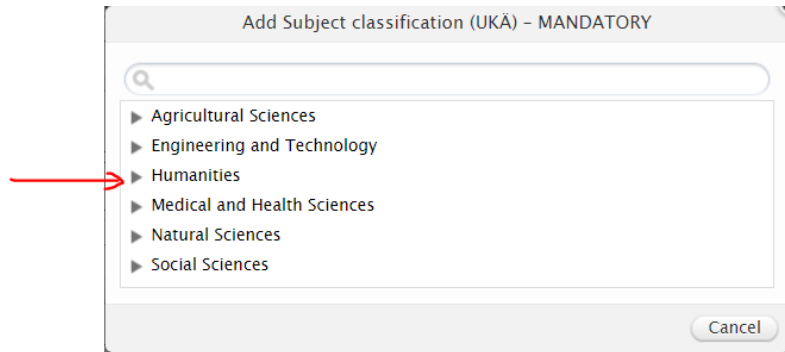
Keywords ⓘ

SUBJECT CLASSIFICATION (UKÄ) – MANDATORY ⓘ

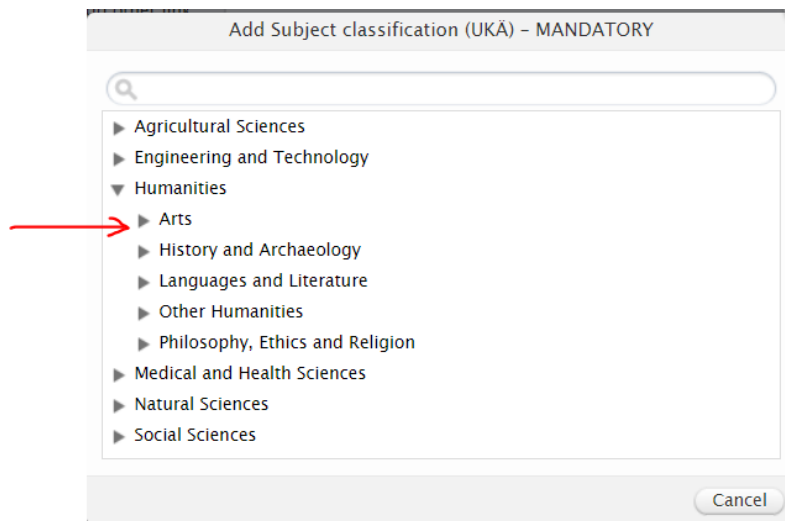
*There are no associations*

Add Subject classification (UKÄ) – MANDATORY...

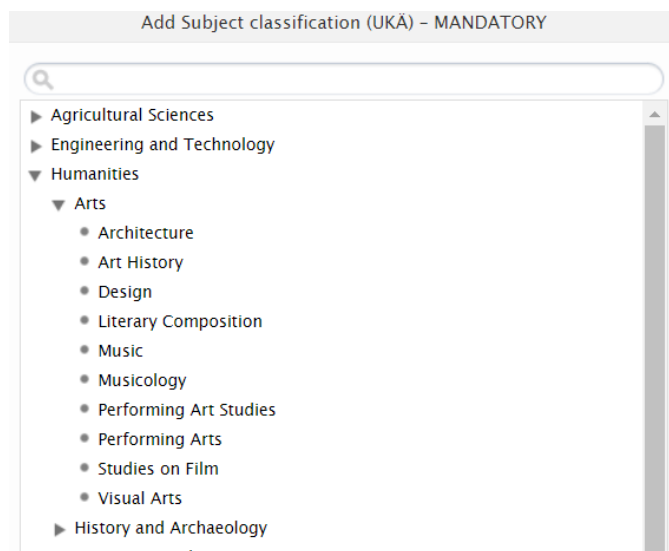
Open the category Humanities by clicking the triangular arrow (not the word Humanities):



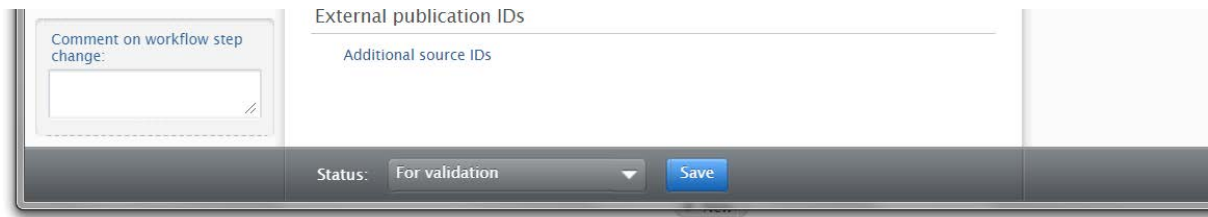
Then open the category **Arts**, by clicking the arrow:



And finally, on the third level of categories, choose the **category best suitable** for your artistic work:



When all information about your output is entered, click **Save** at the bottom of the page:



The screenshot shows a web form with the following elements:

- A text area on the left with the label "Comment on workflow step change:" and a small icon in the bottom right corner.
- Two input fields: "External publication IDs" and "Additional source IDs".
- A "Status:" label followed by a dropdown menu currently set to "For validation".
- A blue "Save" button.

Make sure that the status is marked "**For validation**". The output will not be visible in the public portal until the reviewers (faculty librarians) have validated the post.

Public portal: <https://portal.research.lu.se/portal/>