

# Electronic Theses and Dissertations Center

## Submitter User Manual



Version 1.2  
February 1, 2013

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# PART I: User Registration

## Self-Registration

In the lower left of the ETD Login block, you will see the link **New User? Register Here!** Click the link to proceed to the account registration page.



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Dissertations Center

Ohio.gov

**ETD Login**

Username

Password

[Forgot your password?](#)  
[New User? Register Here!](#)

OHIO TECHNOLOGY CONSORTIUM  
eStudent Services | Innovation Center | OARnet/OSC | OhioLINK |  
Policy & Federal Advocacy | Shared Infrastructure

OHIO BOARD OF REGENTS  
UNIVERSITY SYSTEM OF OHIO  
Application release 1.0

You will first be prompted to select whether you are creating a *Student/Submitter Account*, or an *Institution Administrator/Reviewer* account. For users submitting their Theses and/or Dissertations, they should select the *Submitter/Student Account* option. This will provide the user with access to the system immediately following the account registration process. *Institution Administrator/Reviewer* account requests are sent to OhioLINK for approval before allowing access to the application.



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**New User Registration**

Select the Type of Account you are Requesting:

Submitter/Student Account

Institution Administrator/Reviewer Account

Upon selecting the *Submitter/Student Account* option, you will be prompted to enter your basic account information. Some notes on this data are listed below:

- Required fields are marked in **bold** and are followed with a red asterisk \*
- **Email Address** will serve as the student/submitter's **Username** for the application and can be updated as needed in the system
- **Email Address** and **Confirm Email Address** fields must match
- **Passwords** must be at least 8 characters long, contain at least 1 Uppercase, 1 Lowercase, 1 Number and 1 Special Character and will expire every 90 days
- **Create a Password** and **Confirm Password** fields must match
- Users will be prompted to reset their passwords once they are expired
- The **Current Contact Information** should contain the student/submitter's local address
- The **Permanent Contact Information** should contain the student/submitter's **Email Address** and **Phone Number** that they would like to allow people to contact them at once they have graduated
- Selecting Yes for the **Show this email address in my ETD's public record** option will allow individuals in the public that come across your ETD submission to see the **Permanent Email Address** that you provide

**New User Registration**Cancel

Select the Type of Account you are Requesting:

Submitter/Student Account  
 Institution Administrator/Reviewer Account

---

**Name**

Your contact information is provided for use by your school or library and will not be publicly available.

<b>Last Name *</b> <input type="text"/> <i>For example: Shultz du Bois</i>	<b>First Name *</b> <input type="text"/> <i>Cathleen Jean</i>	<b>Middle Name or Initial</b> <input type="text"/> <i>Marie François</i>	<b>Suffix ("Jr.", "III", etc.)</b> <input type="text"/> <i>III</i>
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Please enter your name in the form used on the title page. Capitalize normally (for example, "McGuire", rather than "MCGUIRE" or "McGUIRE").

[See our notes about entering special characters and formatting.](#)

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**User Information**

<b>Email Address *</b>	<input type="text"/>	<i>(This will be your username)</i>	
<b>Confirm Email Address: *</b>	<input type="text"/>		
<b>Create a Password *</b>	<input type="text"/>		
<b>Confirm Password *</b>	<input type="text"/>		

**Passwords** must meet the following criteria:

- At least 10 characters long
- Contain at least 1 uppercase letter
- Contain at least 1 lowercase letter
- Contain at least 1 number
- Contain at least 1 special character

**Current Contact Information**

Street Address \*

City \*

State \* OH

Zip Code \*

Citizenship \* United States of America

Phone

Year of Birth  *(Optional. Your school's library can use this to distinguish between authors with similar names.)*

**Permanent Contact Information**

Email Address

Phone

Show this e-mail address in my ETD's public record:  Yes  No

**Save and Continue**

Once all required fields are filled out and you click on **Save and Continue**, your account will be created and you will be redirected to the login page, at which point you will be able to login to the system. Alternatively, you can click on **Cancel** to end the account registration process without saving.

## PART II: Accessing the System

### Logging in to the Application

Immediately upon registering for a *Student/Submitter Account*, you will be provided access to the system. Enter the **Username** (Email Address) and **Password** provided during the account registration process to login to the application.



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**ETD Login**

Username

Password

[Forgot your password?](#)  
[New User? Register Here!](#)

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If you do not remember your **Password**, you can click on the **Forgot Password** link, and a new one will be sent to the email address that you provided during the account registration process. You must provide your **Username** (Email Address) when requesting a password reset.

**Forgot Password**

Use this page to reset your password when you have forgotten it.  
Enter your username below and click submit.  
A new password will be generated for you and sent to your email address.  
**NOTE:** You will have to change your password once you log in.

Username \*

## User/Profile Management

Upon login to the application, click on the **My Profile** tab in order to manage your account. At this point, you will have the ability to update any of the fields that were provided during the account registration. Some notes about the fields on this page:

- Updating the **Email Address** will also update the **Username** and will log you out of the application, requiring you to login with the new **Username** (Email Address)
- You have the ability to reset your **Password**
- **Password** and **Confirm Password** fields must match
- **Passwords** must contain at least 1 Uppercase, 1 Lowercase, 1 Number and 1 Special Character and will expire every 90 days
- Click on the **Apply Changes** button in order to save the changes made
- Click on the **Cancel** button in order to cancel without saving any changes made

**Maintain User** Cancel Apply Changes

Username

Email Address \*

Password

Confirm Password

Password Expired 23-APR-13

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User Status \* Approved (Active)

User Role(s) • Submitter

---

First Name \*

Middle Name or Initial

Last Name \*

Suffix  (Jr., III, etc.)

---

Address \*

City \*

State \*

Zip Code \*

---

Citizenship \*

Phone

Year of Birth

---

Permanent Email Address

Permanent Phone

Show e-mail in ETD public record:  Yes  No

## Creating an ETD Submission

Once logged in to the system, a submitter may create a new ETD Submission by selecting the “Create New ETD” button



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Welcome:

[Frequently Asked Questions](#)

HOME MY PROFILE

### Welcome

Welcome to the Electronic Theses and Dissertations Center!  
To submit your Thesis or Dissertation, click the button below...

Create New ETD

Upon creating a new ETD, you will be taken to an agreement page.



Electronic Theses and  
Dissertations Center

Ohio.gov Logout

Welcome  
[Frequently Asked Questions](#)  
[ETD Administration FAQ](#)

### ETD Submission Progress

Agreement Paper Information Degree Information Review

### ETD Submission

Exit

Read this page to the bottom. It includes important information about what you agree to by submitting your thesis or dissertation here. You are responsible for understanding these terms before you agree to them.

#### BEFORE YOU BEGIN...

Please be aware that this is a submission form for a completed thesis or dissertation. This form will collect the information necessary to include your document in the OhioLINK ETD Center along with additional information needed by your graduate school or appropriate office. The information you provide will be sent to your school for review and approval. Any information provided is subject to editing or removal by your school if it is found to be incomplete, incorrect, or otherwise inconsistent with school policies.

Before submitting your ETD, please read our Frequently Asked Questions sections on ["When will my ETD be published? Can I delay publication?"](#) and ["Can I publish a book based on my ETD?"](#)

Papers published on this site will be available for download over the Internet, and will be indexed by major search engines, including Google, Yahoo, Bing, and others. DO NOT CONTINUE UNLESS:

- You are ready to submit your document to your graduate school or appropriate office, and agree to the terms below.
- You understand your school's rules and requirements for ETD submission.
- You have a complete, final thesis or dissertation, or permission to submit your current version (or you have permission to submit only your abstract).
- Your thesis or dissertation is in the form of a single PDF file (or you have permission to submit only your abstract). For non-text files, consult your school for appropriate formats.

#### By submitting, you agree to the following:

##### OhioLINK ETD Center Publication Agreement

I hereby grant to the Ohio Library and Information Network (OhioLINK) and to my school THE NON-EXCLUSIVE RIGHT TO ARCHIVE, REPRODUCE AND DISTRIBUTE MY THESIS OR DISSERTATION, in whole or in part, and/or my abstract, in whole or in part, in and from an electronic format, subject to the release date subsequently stipulated in this submittal form and approved by my school.

I represent and warrant that THE THESIS OR DISSERTATION AND ITS ABSTRACT ARE MY ORIGINAL WORK, do not infringe or violate any rights of others, and that I make these grants as the sole owner of the rights of my thesis and dissertation and its abstract. I warrant that I HAVE OBTAINED WRITTEN PERMISSIONS FROM THE OWNER(S) OF EACH THIRD PARTY COPYRIGHTED MATTER to be included in my thesis or dissertation and will supply copies of such upon request by my school. I acknowledge that OhioLINK and my school will not distribute my thesis or dissertation or its abstract if, in their reasonable judgment, they believe all such rights have not been secured.

I acknowledge that I RETAIN OWNERSHIP RIGHTS TO THE COPYRIGHT OF MY WORK. I also retain the right to use all or part of this thesis or dissertation in future works (such as articles or books).

Submission site: \*

I am submitting: \*

- My paper's bibliographic information, abstract, and full text. I understand that the full text of my paper will be freely available on the Internet.
- My paper's bibliographic information and abstract only (requires permission from your school).

I have read these terms and agree to have my ETD published by my school and OhioLINK. (Check box to continue)

Once you fill out all the information on this page and agree to the terms, a **Save and Continue >** button will appear below the check box agreeing to the terms. Clicking this button will continue you through your process.

I have read these terms and agree to have my ETD published by my school and OhioLINK. (Check box to continue)

**Save and Continue >**

At the top of each page, you will see a progress bar showing what step of the ETD submission process that you are on.



Also, at the top of every page, other than the agreement page, there will be three buttons to control your progress.

**Exit**   **< Previous**   **Save and Continue >**

Each of these controls does something different

**Exit:** This button will take you back to the first screen you come to when you log in to the system. Pressing the **Exit** button *will not* save any changes you have made to the current page. All other progress will be saved and ready for you to access in the future.

**< Previous:** This button will take you back to the previous step in the ETD submission process. Pressing the **< Previous** button *will not* save any changes you have made to the current page. All other progress will be save and ready for you to access in the future.

**Save and Continue >:** This button will take you to the next step in the ETD submission process. Pressing the **Save and Continue >** button *will* save any changes you have made to the current page.

You can then follow the wizard for creating an ETD submission. You can stop at any point you want and come back to your submission at a later time. As you go through each step, make sure to pay attention to any notes or links to useful information that may help you through this process. Also keep in mind that required fields are marked in **bold** and are followed with a red asterisk (\*).

The last step in the process replaces the **Save and Continue >** button with a **Submit My ETD** button.

**Exit**   **< Previous**   **Submit My ETD**

The Submit My ETD button will submit your ETD and it will no longer be editable. You will be taken back to the first screen that you see when you log in.

## Modifying an ETD Submission

After you have created one or more ETD submissions, you will see a report of all the ETDs you have permission to view. By clicking the pencil to the left of an ETD, you will be taken to the ETD wizard. If you have the ability to edit the ETD, the fields in the wizard will be editable; otherwise you will only be able to view the fields with their current values.



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[Frequently Asked Questions](#)

LANDING PAGE USER ADMINISTRATION

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**User Submissions**

Q Go Actions Create New ETD

	Institution	Title
	OhioLINK University	My Paper Title

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