

# Electronic Theses and Dissertations Center

## Submitter Manual



**OhioLINK**

An **OH·TECH** Consortium Member

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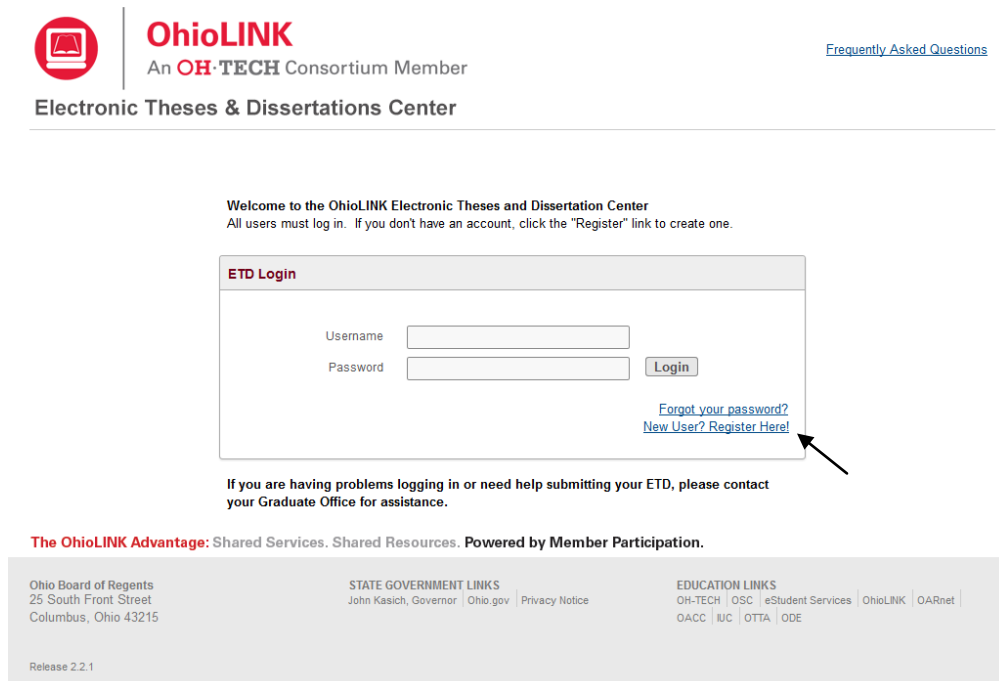
# PART I: ETD Center Basics

## Introduction

The OhioLINK Electronic Theses and Dissertations (ETD) Center is an open access repository containing over 50,000 ETDs from over 30 OhioLINK institutions. The published ETDs are available at <http://etd.ohiolink.edu/> for anyone to view. The ETD Center includes undergraduate honors theses, Masters' theses, and Ph. D. dissertations. For more information about the ETD Center and the ETDs, please see the FAQ on the website.

## Sign-up

Submitting an ETD occurs on a different website than the one to view published ones. Start at <http://etdadmin.ohiolink.edu/> and click "New User? Register Here!"



Screenshot: ETD login

Select "Submitter/Student Account" and a form will display.



Screenshot: Select account type

Complete the form. Required fields have a red asterisk (\*). Also, keep in mind:

- Your full **Email Address** will be your username for logging in.
- **Current Contact Information** is your local mailing address.
- **Permanent Contact Information** is your contact information for after graduation.
- **Show this email address in my ETD's public record** allows the option to display your permanent email address to the public; the default is "no" but you can choose "yes".

**New User Registration** Cancel Save and Continue

Select the Type of Account you are Requesting:

Submitter/Student Account  
 Institution Administrator/Reviewer Account

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**Name**

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

Last Name \*      First Name \*      Middle Name or Initial      Suffix ("Jr.", "III", etc.)

For example: Shultz      Cathleen      Marie      III  
                         du Bois      Jean      François

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**

Email Address \*       (This will be your username)  
Confirm Email Address \*     

---

**ORCID Identifier**

ORCID Identifier      orcid.org/       Create ORCID      Find Existing ORCID

---

**Current Contact Information**

Screenshot: Sign-up form

As of March 2015, the ETD Center now supports ORCID Identifiers that help distinguish one researcher from another, especially when names are similar, and serve as an online profile that can link to a researcher's works, funding, professional website, and other useful information.

To register for an ORCID Identifier, click the "Create ORCID" button to open a new tab for <https://orcid.org/register> ORCID's website and fill out brief sign-up. If you have one and want to look it up, click "Find Existing ORCID" to open a new tab for search results on ORCID's website based on your name in the ETD Center sign-up form. Once you have your ORCID Identifier, copy and paste your ORCID Identifier into the form and then click elsewhere on the form to prompt the system to check it.

A warning message will appear on the far right if the ORCID Identifier is incorrect or not assigned to anyone.

**ORCID Identifier**

ORCID Identifier      orcid.org/       Create ORCID      Find Existing ORCID      (This ORCID Identifier is invalid)

Screenshot: Invalid ORCID Identifier message

A valid ORCID Identifier will display who it belongs to on the far right so that you can confirm that it is the correct one.

**ORCID Identifier**

ORCID  
Identifier

orcid.org/

0000-0002-0566-9796

Create ORCID

Find Existing ORCID

(This ORCID Identifier is assigned to Emily Flynn)

Screenshot: Valid ORCID Identifier entered into sign-up form

When finished, click “Save and Continue” and check your email for a temporary password in order to log in for the first time. You can immediately use the ETD Center once you have signed up and received the email with the temporary password. Clicking “Cancel” at any time during this process will end the sign-up without saving.

**Account Request** Return

- A temporary password has been mailed to the email address you provided during the registration process
- Please use this password to login to the application and confirm your account
- Upon your initial login, you will be prompted to reset your password

Screenshot: Sign-up confirmation

## Log in

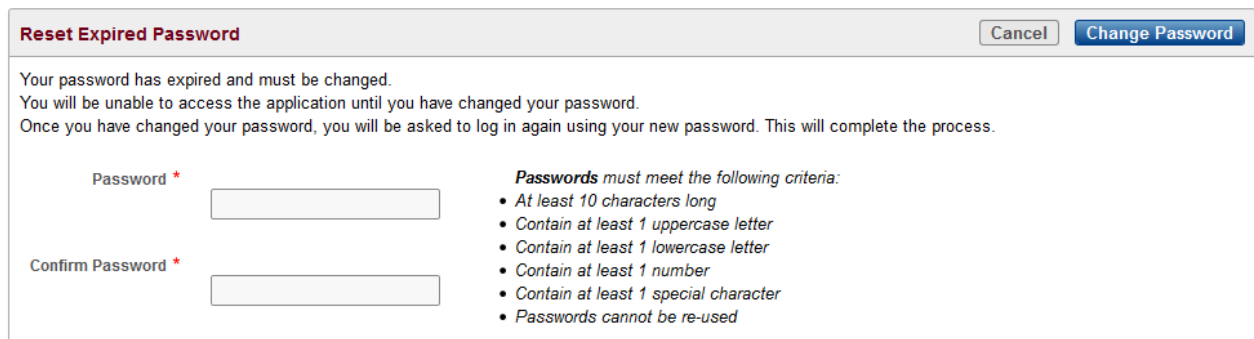
For initial log in, use your email address for the username and the temporary password that was emailed to you for the ETD Center at <http://etdadmin.ohiolink.edu/>.



The screenshot shows a web form titled "ETD Login". It contains two input fields: "Username" and "Password". To the right of the "Password" field is a "Login" button. Below the "Login" button are two links: "Forgot your password?" and "New User? Register Here!".

Screenshot: Login box

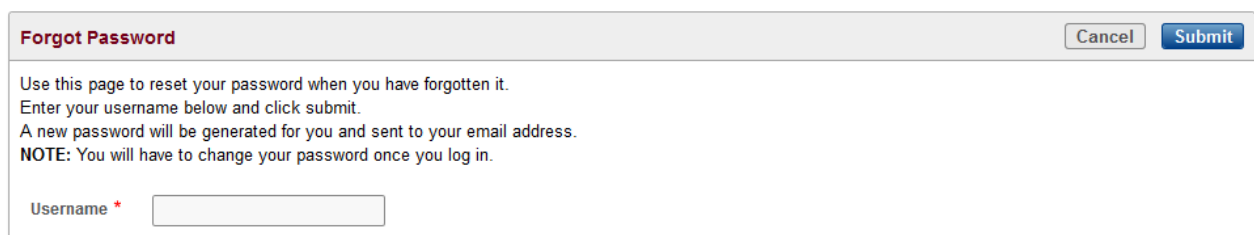
You will need to create your own password that includes the requirements listed. Clicking "Change Password" updates it and redirected to the homepage where you can now log in.



The screenshot shows a form titled "Reset Expired Password". It has a "Cancel" button and a "Change Password" button. The text reads: "Your password has expired and must be changed. You will be unable to access the application until you have changed your password. Once you have changed your password, you will be asked to log in again using your new password. This will complete the process." There are two input fields: "Password \*" and "Confirm Password \*". To the right of these fields is a list of password requirements: "Passwords must meet the following criteria:" followed by a bulleted list: "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", and "Passwords cannot be re-used".

Screenshot: Create new password

Also, if you do not remember your password, you can click "Forgot your password?" to be sent a new temporary one. Make sure to use the username (email address) that you signed up with for the account.



The screenshot shows a form titled "Forgot Password". It has a "Cancel" button and a "Submit" button. The text reads: "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." There is one input field: "Username \*".

Screenshot: Reset password

## Update contact information

Once logged in, click “My Profile” to update any contact information.

The screenshot shows the OhioLINK Electronic Theses & Dissertations Center Submitter homepage. At the top left is the OhioLINK logo, an OH·TECH Consortium Member. A navigation bar contains 'Home' and 'My Profile' buttons. A 'Welcome' message is displayed, followed by a 'Create New ETD' button. Below that, an 'ORCID' section indicates that the user does not have an ORCID associated with their profile and provides a 'Go To Profile' button. A 'Frequently Asked Questions' link is visible in the top right corner.

Screenshot: Submitter homepage

Any information can be updated, even password from here. For instructions about adding an ORCID Identifier, see page four and five. Click “Apply All Changes” to save or “Cancel” to leave the page without saving.

NOTE: Changing the Email Address in the User Information section will change your username for logging in as well.

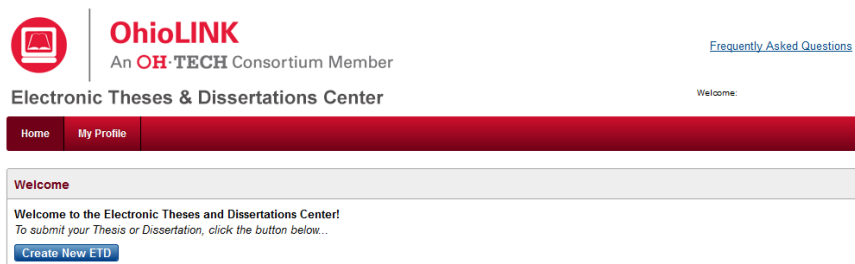
The screenshot shows the 'Maintain User' form. The 'User Information' section includes fields for Username, Email Address, Password, Confirm Password, Password Expires On (21-MAY-15), User Status (Approved (Active)), User Role(s) (Submitter), First Name, Middle Name or Initial, Last Name, Suffix (with a note '(Jr., III, etc.)'), and ORCID Identifier (with 'orcid.org/' prefix). There are 'Create ORCID' and 'Find Existing ORCID' buttons. The 'Contact Information' section includes a Country dropdown (UNITED STATES), Address (three lines), City / Town, State / Province / Region, and Zip / Postal Code.

Screenshot: Update contact information

## PART II: Submitting an ETD

### Creating a new ETD submission

Once logged in, click the button “Create New ETD” to start the ETD submission process.



Screenshot: Submitter homepage

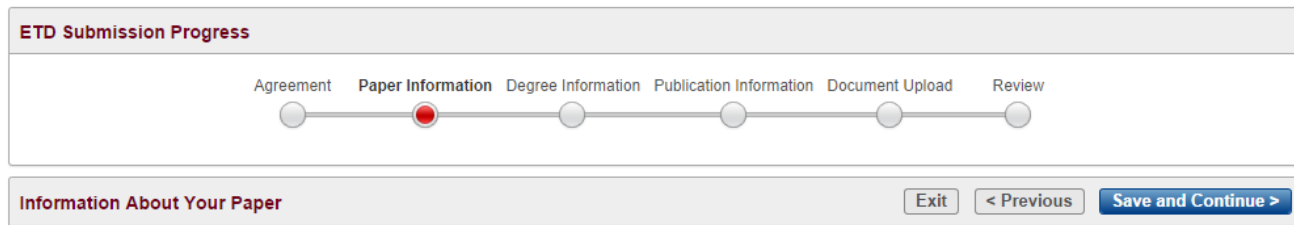
The submission process involves completing a multiple-page form and uploading a PDF and any other additional, supplemental files. Read the instructions and OhioLINK ETD Center Publication Agreement on first page, complete the page and click the checkbox to agree and continue.

The screenshot shows the 'ETD Submission Progress' page. At the top is a progress bar with six steps: Agreement (selected), Paper Information, Degree Information, Publication Information, Document Upload, and Review. Below the progress bar is the 'ETD Submission' section. It contains an 'Exit' button and a 'Save and Continue >' button. The main text reads: '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.' This is followed by a 'Before you begin...' section with instructions and a link to 'Frequently Asked Questions'. A 'Do Not Continue Unless:' section lists four conditions for submission. Below that is a 'By submitting, you agree to the following:' section containing the 'OhioLINK ETD Center Publication Agreement' text. At the bottom, there is a dropdown menu for 'Institution/Unit' (set to 'John Carroll University') and radio buttons for 'I am submitting:' (options: 'My paper's bibliographic information, abstract, and full text...' and 'My paper's bibliographic information and abstract only...'). A checked checkbox at the bottom states: 'I have read these terms and agree to have my ETD published by my school and OhioLINK. (Check box to continue)'

Screenshot: First page of submission form



Continue to complete the form by filling out all of the pages and required fields marked with the red asterisk (\*), along with any fields that your graduate school/office require. The progress bar and three buttons (“Exit”, “Previous”, “Save and Continue”) remain at the top of each page



Screenshot: Progress bar and option buttons

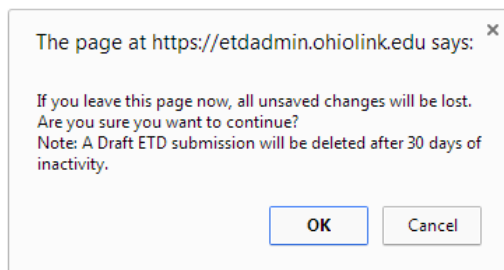
Submission form controls:

**Save and Continue** is the only button that will save any changes on the current page and will take you to the next page. Be sure to use this button before exiting the form.

**Exit** leaves the ETD submission form and returns you to the submitter homepage without saving changes on the current page. A pop-up box will warn you before exiting and gives the option to Cancel and return to the current page. All other progress in the submission form is saved and you can return later to finish the submission.

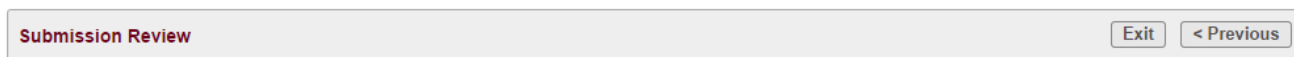
**Previous** takes you back a page but does not save any changes on the current page.

Also, clicking any of the circles in the progress bar will jump you to that page but will not save any changes on the current page.

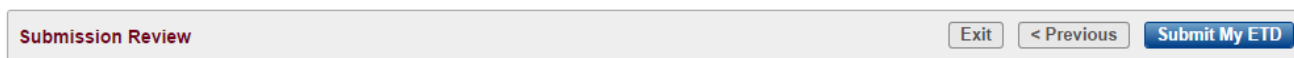


Screenshot: Exit button warning

On the “Review” page, when the submission form is complete and a PDF and any supplementary documents have been uploaded, the button “Submit My ETD” appears.



Screenshot: Before PDF uploaded



Screenshot: Submit your ETD button

Once clicked and submitted, your ETD gets sent to a Reviewer for checking and is no longer editable by you at this time. The Reviewer can decide to either publish it or return it to you with comments for you to fix and resubmit.

## Continuing an ETD Submission

When logged in, the submitter homepage will contain all of your ETDs that you can view. Clicking the pencil icon will open the submission form for that ETD. Only “Returned to Submitter” and “Draft” ETDs are able to be edited by you. Once in the form, you can continue filling it out and upload or delete/replace PDFs prior to submitting, or resubmitting.

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[Frequently Asked Questions](#)

Electronic Theses & Dissertations Center

Welcome:

Home My Profile

**My ETDs**

Q- Go Reports 1. Primary Report Actions [Create New ETD](#)

	Institution/Unit	Accession ID	Title	Submission Status	Submitted By	Reason for Return
	University	1410351216	Tester 3	Submitted	A	
	University	1390386315	Test title: subtitle	Returned to Submitter	A	
	University	-	Test 2 title: subtitle 2	Draft	A	

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Release 2.2.1

Screenshot: Submitter homepage with your ETDs

Also, once your ETD is published you can still log into your account and view, but not edit, your submitted information and even download a copy of your ETD. You can submit another ETD later on even if you are at a different OhioLINK institution as long as they use the ETD Center as well. All of your ETDs will appear in your same account.

## **PART III: Troubleshooting and Tips**

### **Graduate school/office contact information**

Each institution has an ETD Center Admin as the main contact for questions and issues with ETDs and the submission process. Find yours at: <https://www.ohiolink.edu/ETD-Admin-roster>

### **Account on previous website**

Before 2013, the ETD Center had a different submission website. If you had an account on the previous one, you can use the same account for the current website by resetting your password the first time that you log in. Click “Forgot your password?” and enter the username/email address that you used for the previous website and follow the instructions for logging in. You will see your other ETDs and can submit new ones.

### **Changes to a published ETD**

For questions or requests concerning making changes to a published ETD, contact your graduate school/office ETD Center Admin. This includes delays, embargoes, takedowns, and edits.

### **Replying to ETD Center emails**

The ETD Center sends out notifications about your ETD, such as when it is submitted or published. When replying, make sure to also send it to the person that you are emailing otherwise only OhioLINK gets the email.

### **Avoiding duplicate ETDs**

Make sure to edit and change the same submission form for your ETD, especially when it is returned to you. There is no need to make a new one for the same ETD. This keeps your submission homepage less cluttered and confusing.

### **When to contact OhioLINK**

The only time is when you have attempted to reset your password multiple times and you still cannot log in. OhioLINK can reset your password in the system and the temporary password sent to you will work. This rarely occurs but does happen now and then. For all other questions and issues, please contact your graduate school/office ETD Center Admin.