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Overview

This manual covers common tasks in the OhioLINK Electronic Theses and Dissertations (ETD) Center for creating and submitting for an ETD. There is a Troubleshooting and Tips section at the end of this document. Please first contact your local ETD Administrator contact if you need any help or have submission questions.

Account Set-up and Log-in

Creating an account

Go to http://etdadmin.ohiolink.edu and click the hyperlink “New User Register Here!” in the lower left of the login box.

Select “Submitter/Student Account” and the page will reload with the contact information form.

Complete the form, scrolling down to the end, then click “Save and Continue”. Required fields are marked with a red asterisk.
An email will be sent to the email address provided for the user account, which contains a link for setting a password that meets the requirements.
Logging in

To login, use your account’s email address as the username and enter the password that you created. Click “Login” button.

Resetting a password

On the login page, click the hyperlink “Forgot your Password?” on the lower right of the login box.

Enter your account’s email address then click “Submit”. An email will be sent to that email address with a hyperlink to change your password.

Password must meet the requirements on the right side of the screen, which will update as each requirement is met, then click “Submit”.

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Submit an ETD

Creating an ETD Submission

Once logged in, click the red button “Submit a New ETD”. This will create a new ETD submission form.

Proceed through the submission form, completing fields, and clicking “Save and Continue” in the upper right to save the document.

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 at the sole owner of the rights of my thesis and dissertation and its abstract. I warrant that I HAVE OBTAINED ANY NECESSARY PERMISSION FROM THE OWNER(S) OF EACH THIRD PARTY COPYRIGHTED MATTER to be included in my thesis or dissertation, and that such third party owned material is clearly identified and acknowledged within the text or content of the document. 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).
As of January 31 2023, the “Document Upload” page will also include a new “Document Type” called “Digital Accessibility Report”. Each institution has their own digital accessibility policy and standards, with some requiring the upload of a separate digital accessibility report in addition to the ETD PDF and any supplemental files. Check with your institution to verify the requirements for your ETD submission if you don’t already know.

Continue editing an ETD Submission

Submissions can be saved and returned to later. The “Quick Links” section will update as needed to display options available to your account and ETD(s), whether in progress, submitted, or published. Click “Continue to work on a draft ETD submission” to return to the ETD submission form.

Another way to continue working on an ETD is in the menu bar. Click “My ETDs”, which will display the ETD submission form if there’s only one ETD in progress in your account.
If there are multiple ETDs for your account (such as a master’s thesis and a PhD dissertation), clicking “My ETDs” will load a list of your ETDs with their status.

### Previewing your ETD

On the “Review” page, there is a “Preview ETD” button that opens a new tab to show how your ETD will appear on the public ETD Center once it is published. Any requested delays are only requests at this time so the “Files” box does not represent what it will look like when published; if your delay is approved, then the release date will be shown but if not then the file(s) will be available there instead.

This preview is a great opportunity to double or triple check your submission and all the information. Close the Preview tab to return to your ETD submission. Prior to clicking “Submit My ETD”, this is your final chance to make any changes or edits in the submission form.
Submitting your ETD

Once you have completed the submission form, filling out all required fields (marked with red asterisk), be sure to read through the information on the last page of the form, titled “Review”. This is your opportunity to catch any changes or corrections needed and fix it yourself. A submitted ETD moves on to your institution’s Reviewers and Administrator, and you will not be able to edit the submission further. To submit your ETD, click the “Submit My ETD” button.

A final pop-up box will ask you to confirm your ETD submission. Once you click “OK”, the ETD will be submitted to your institution for their review queue and no longer editable by you.

If the “Submit My ETD” button is missing from the “Review” page, go through each page to ensure that nothing required was left blank. The easiest way is to click the green checkmark above the word “Agreement” then clicking “Save and Continue” through the submission form.
You can scroll down the page of the form, but the system will not allow you to proceed to the next page if a required field needs to be completed. If you try to go to the next page with required fields empty, a pop-up box will appear to remind you and the form will update with little notes below the required fields of what information is still needed.

View a Published ETD

Quick Links

When logged into the ETD Center, once your ETD is published, the “Quick Links” section on the homepage will include a link to your ETD. Click on “View your published ETD in the OhioLINK ETD Center” to open a new tab to your published ETD.

Searching the public ETD Center

Published ETDs are available on the public ETD Center. The homepage search box searches information about your ETD (known as metadata) as well as the full text. Searching by accession number for your ETD is the best way to find it. However, general searching (portion of the title, your name, and/or specific keywords) works too but maybe return other ETDs in the results. When you find your published ETD, click on the title to view your ETD’s page.
Use the “Permalink” when sharing your ETD with others or linking to it on another website or your resume, etc. The permalink is the official link to your ETD’s page in the OhioLINK ETD Center and should always be used when wanting to link to your ETD.
Troubleshooting and Tips

Local ETD Administrator contact information

Each institution has an ETD Center Administrator as the main contact for questions and issues with ETDs and the submission process. Find your institutional contact on the OhioLINK ETD Admin roster page.

Changes to a published ETD

For questions or requests concerning making changes to a published ETD, contact your institution’s ETD Center Admin. This includes delay/embargo requests or extensions, takedowns, and edits.

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.

Permalink for sharing ETD

Once published, your ETD will have its own permalink that goes directly to your published ETD in the public ETD Center. Use this permalink for sharing or linking to your ETD. For more information, see the View a Published ETD section in this manual.

When to contact OhioLINK

In general, always start with contacting your local ETD Administrator about all questions, issues, and requests. If you still have issues with the system itself, such as logging into the ETD Center, feel free to email OhioLINK.