



Instructions for Submitting ETD to *ProQuest/UMI*

To access the ProQuest/UMI administrator you will create a user account with a password. This will enable you to complete the process in separate sessions, if you so choose. If you choose any options with a fee attached you will need to pay for those fees with a credit card before completing the process.

You will be uploading a “Placeholder” PDF file indicating that your document will be transferred from *OhioLINK* to *ProQuest/UMI*. Before you begin, open the ProQuest/UMI [Placeholder file](#) and save it on your desktop to upload later. Follow the instructions below for successful completion of the process.

Create User Account

1. Go to <http://www.etsadmin.com/utoledo>
2. Select “Submit my dissertation/thesis” located in the “Ready to begin?” box on right side of page
3. Select “Create an account”
4. Fill in all required information; select “Sign Up”
5. An email will be sent; in the email, click on “Confirm your account” to begin submission process

Welcome

- Read the instructions and have appropriate files ready
- Select “Continue” at the bottom of the screen in the box titled “ATTENTION UT STUDENTS”

Publishing Options

- Review the “Publishing Guides”
- Select type of Publishing: “Traditional Publishing” = ~~\$~~ “Open Access” = \$\$
- Select ‘Yes’ or ‘No’ under “Select Publishing Options”
- Under “Access Options” you must ensure the following:
 - Your answer to “I want my work to be available **in ProQuest** as soon as it is published” matches your selection on the “Intellectual Protection and Patent Sign-Off form.” The information you provide on this form, on OhioLINK, and on ProQuest/UMI must be consistent to avoid graduation delays
- Select “Save & Continue”
- Read selected Publishing Agreement and select “Accept” if you have chosen the option you want

Contact Information

- Enter all required personal information. Required fields are marked with an asterisk (*)
- Click “Save & Continue”

Dissertation/Thesis Details

- Copy and paste exact title from your PDF into the title field; same for the abstract field
- Select and fill in all required information about your degree and ETD. Select “Primary Language”
- Select “Save & Continue”

PDF

- Select the “Browse…” button to upload the PDF [Placeholder file](#) you saved on your desktop
- Select “Save & Continue”

Supplementary Files

- Do NOT upload any files; these will be transferred from your OhioLINK upload
- Select “Save and Continue”

Notes to Administrator

- Enter any special instructions if desired; select “Save & Continue”

Register U.S. Copyright

- Select the appropriate answer to Question 1
 - If ‘Yes’ please enter the additional information and select “Save & Continue”
 - If ‘No’ please indicate if you would like ProQuest/UMI to register your copyright on your behalf and select “Save & Continue”
 - Less costly to register copyright directly with <http://www.copyright.gov/forms/>

Order Copies

- Make selections if desired and click “Continue with order” or simply “Decline – do not order”
- Copies take up to 12 weeks to arrive after your file has been transferred, not from submission date

Submit & Pay

- Verify your submission and select “Continue with Submission”
- Review “Order Summary” and click “Pay with Credit Card” if balance is not zero
- Complete Credit Card and Billing Information if applicable
- Select “Submit Dissertation /Thesis & Pay”
- When your submission is complete, review order summary and print page to ensure you have the submission number for your record
- Click “Done”

The College of Graduate Studies will be notified immediately via e-mail that you have uploaded your information and paid any associated fees. Your ETD and any supplemental files will be transferred to ProQuest/UMI after your OhioLINK upload has been approved and you have been cleared for graduation. If you have questions please contact the College of Graduate Studies.