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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!”

Select “Submitter/Student Account” and a form will display.
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”.

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.

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]

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]

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/](http://etdadmin.ohiolink.edu/).

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.

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

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.
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.

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.
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.

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.

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.

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.

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.