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Submitter User Manual



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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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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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Ohio.gov Logout

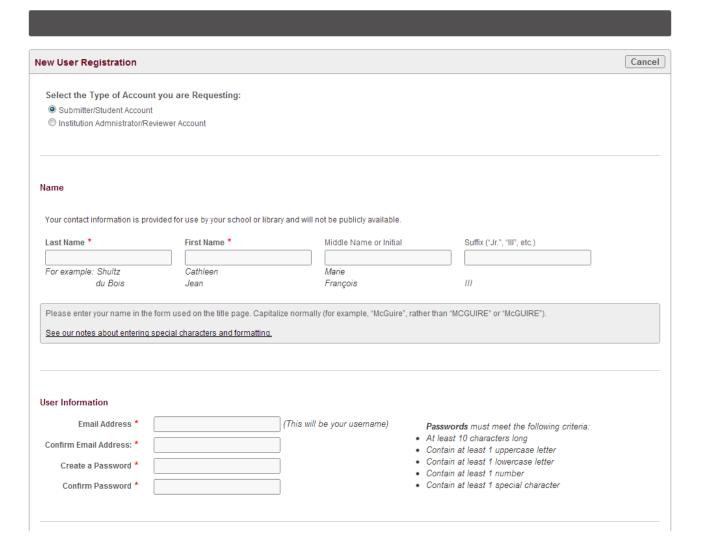
New User Registration

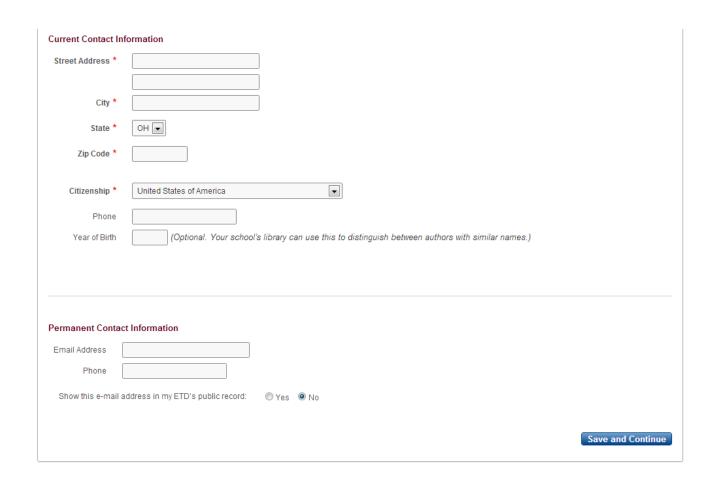
Select the Type of Account you are Requesting:

Submitter/Student Account
Institution Admnistrator/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



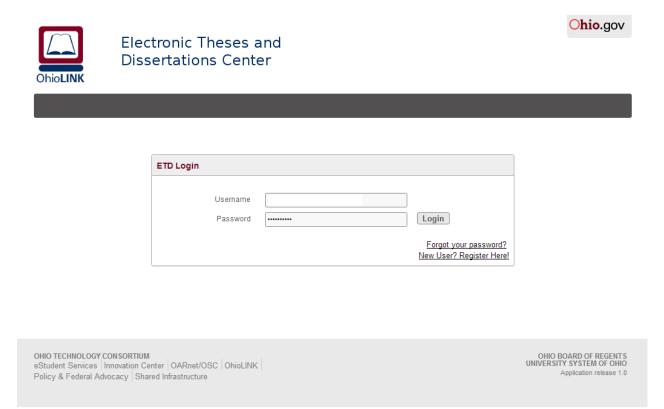


Once all required fields are filled out and you click on **Save and Continue**, your account will be created and you will be redirected to the login page, at which point you will be able to login to the system. Alternatively, you can click on **Cancel** to end the account registration process without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

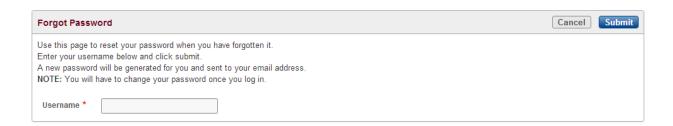
PART II: Accessing the System

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.



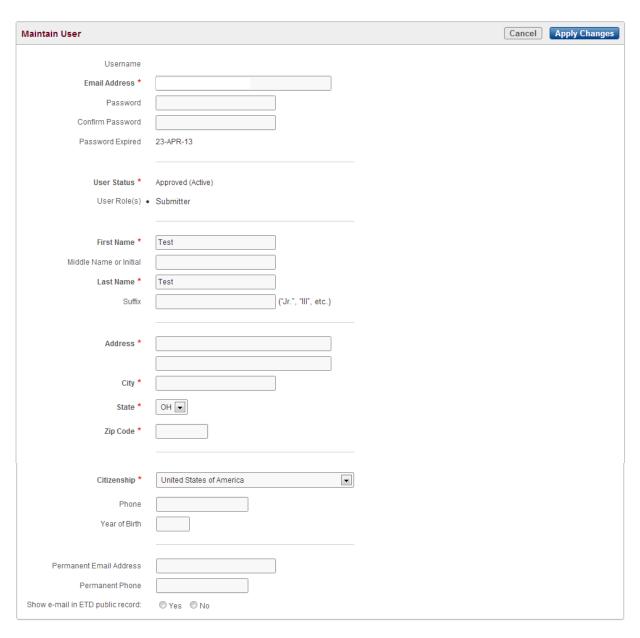
If you do not remember your **Password**, you can click on the **Forgot Password** link, and a new one will be sent to the email address that you provided during the account registration process. You must provide your **Username** (Email Address) when requesting a password reset.



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



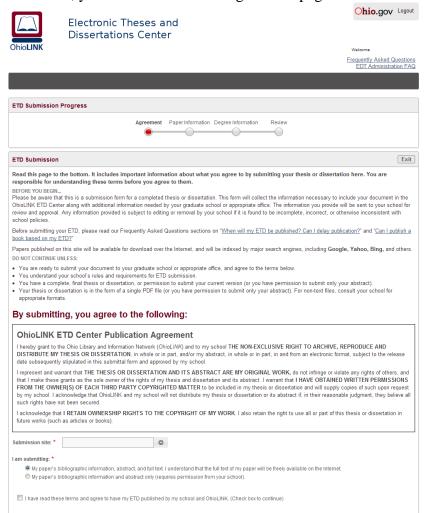
Creating an ETD Submission

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





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



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.

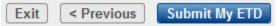


Each of these controls does something different

- **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.



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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