Electronic Thesis and Dissertation Submission Guide for UND Graduate Students

A screen by screen guide on how to submit your thesis or dissertation document to the University of North Dakota Graduate School.
ETD stands for Electronic Thesis and Dissertation. The ETD homepage is located at www.etdadmin.com/und. At the top right of the page, you will see Students: Submit Revise. If you are submitting a new ETD, click Submit. If you are revising an existing ETD, click Revise.
You can also click on one of the links under *Ready to begin?*
New Submission

The following screens show how to submit a new document through the ETD site.
Click on one of the links to submit a new ETD. You will be presented with the login screen. Choose *Create an Account* to get started.
Complete the form making sure to enter all of the required information. Be sure to choose a username and password that you will remember and click *Sign Up*. 
An email will be sent to the email address you specified on the form. You will need to confirm your account to continue. This is what the email will look like.
When you click on the link to confirm your account, you will be brought to this page. This is your welcome screen and has a checklist along the left side of everything you will need to do to complete your submission as well as a list of the information you should have before starting the submission process. Click continue once you have reviewed all of the information.
This will bring you to a screen where you can select your publishing options. You are able to select either Traditional or Open Access Publishing, whether you would like major search engines to discover your work, and whether you would like a delayed release (embargo). Choose your options and click Save and Continue.
Once you choose your publishing options, you will be brought to the publishing agreement page. You have the option to either Accept or Decline the agreement at the bottom of the page. You must accept the agreement before moving on in the submission process.
You will now be brought to the Contact Information screen. Enter your information as requested on the contact screen making sure to complete all required fields. Click Save & Continue.
Next, enter in the details of your Dissertation/Thesis. Make sure to complete all required fields.
Dissertation/Thesis Details by section

Title/Year manuscript Completed
Note: this is the title of your Dissertation/Thesis

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Title*: 
Year Manuscript Completed*: 2011
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Degree/Department Information
Choose your graduation year, degree awarded and department. All UND graduate degrees are listed.
If you are unsure of this info, please talk to your advisor.
Advisor/Committee Chair and Committee Members
Enter your primary advisor(s) as well as all of your committee members. If you need more lines than provided, click *Add another member*.
Description of Dissertation/Thesis
Choose a Primary Subject Category. You may opt to also choose up to two additional subject categories.
Choose up to 6 keywords and then copy/paste your abstract into the form. If you need additional information about formatting your abstract, click on the formatting hints link. Choose the primary language and then click Save & Continue.
You will now upload your PDF document to the site. If you do not have your own method of converting your document to PDF, you may use the converter provided.

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You must upload your work as a PDF. If you don't have a PDF file yet, you can [convert your manuscript to PDF](#) using the conversion tool we provide.

**Other PDF Requirements:**

- Fonts must be embedded.
- Security settings must be set to "No security". Encrypted files cannot be processed for publishing.
- The maximum file size that can be uploaded is 250MB.

Having trouble uploading your file? Try our [Basic Upload tool](#).
Click *Browse* to find the document on your computer and click Convert File.
If you need additional information on the PDF requirements or how to create a PDF file, use the help files under *More PDF resources*.
Once your file has been converted, you will receive this confirmation and then you will need to wait for an email letting you know that your conversion is complete.

You will receive an email message at looklaura@yahoo.com when conversion is complete and your PDF file is available. Or, you can check your PDF status.
Once you have uploaded your PDF, click *Save & Continue*. 
You now have the option to upload any supplemental files to the ETD site. If you need to upload more than two files, click the *Add another supplemental file* link at the bottom of the page. Click *Save & Continue* when you are finished.
Add any notes you may need to include to the Graduate School on this page. If you are submitting a revision, you can add additional notes about your corrections here.
You can opt to have ProQuest file for copyright on your behalf. This screen explains the process and costs involved with this service. If you choose to use this service an additional charge will be added to your invoice before submitting your Dissertation/Thesis.
You will now have the option to order bound copies of your dissertation/thesis. There is a standing order of one copy that will be sent to the Chester Fritz Library. Any additional copies you order will be sent to you.
If you order any personal copies, you will go to the shipping address screen, if you choose not to order any personal copies, you will not see this screen.
Submit your ETD and pay. This screen is a brief review of the options you chose through this process. Click *Continue with submission* if everything looks ok.
Review your invoice and click *Pay with credit card* to complete your transaction.
Enter your credit card and billing information and click Submit Dissertation/Thesis & Pay when completed.
You will see this screen when you have successfully submitted your ETD.
After reviewing and clicking *Done*, you will see the following. You will also receive an email confirmation after your document has been properly submitted.

![Submission Complete: Thank You](image_url)

Thank you for submitting your dissertation/thesis.

Please contact your [Graduate Office](#) with any questions regarding your submission.

For quick access to your dissertation/thesis in the future, use the URL below:

http://www.etdadmin.com/cqi-bin/student/etd?siteld=93;submissionId=7864

[Sign Out](#)
Revisions

Once the Graduate School has reviewed your dissertation/thesis, you will receive an email letting you know what, if any revisions need to be completed.

You will need to make the required changes in your original document and re-convert it to PDF. Once you are ready to submit your revised document, you will need to log back into ProQuest UMI and upload the new document.

If you need to make any other revisions to your submission you can also do this by logging back in. You can update your publishing details or options as well as uploading the new document.