Table of Contents
Overview ............................................................................................................................................... 3
Account Set-up and Log-in .................................................................................................................. 3
  Creating an account ............................................................................................................................. 3
  Logging in ........................................................................................................................................... 4
  Resetting a password .......................................................................................................................... 5
Submit an ETD....................................................................................................................................... 5
  Creating an ETD Submission ............................................................................................................... 5
  Continue editing an ETD Submission ................................................................................................. 6
  Previewing your ETD ............................................................................................................................ 7
  Submitting your ETD ............................................................................................................................ 8
View a Published ETD............................................................................................................................ 9
  Quick Links ......................................................................................................................................... 9
  Searching public ETD Center .............................................................................................................. 9
Troubleshooting and Tips...................................................................................................................... 11
  Local ETD Administrator contact information .................................................................................. 11
  Changes to a published ETD ............................................................................................................... 11
  Avoiding duplicate ETDs ..................................................................................................................... 11
  Permalink for sharing ETD .................................................................................................................... 11
  When to contact OhioLINK ................................................................................................................ 11
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”.

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.

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 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 of 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 be able to 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 ready ETD, click the “Submit My ETD” button on the right side of the screen.

If the “Submit My ETD” button is missing from the “Review” page, go through each page to ensure that nothing required was left blank or not completed. The easiest way is to click the green checkmark above the word “Agreement” then clicking “Save and Continue” to page through the submission form. You can scroll down but also the system will not allow you to proceed to the next page if a required field needs to be completed.
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 public ETD Center
Published ETDs are available on the public ETD Center. To view your ETD by searching, the homepage search box will search information about your ETD (known as metadata) as well as the full-text. This might give more results, so searching by accession number for your ETD is the best way to find it.
However, general searching (such as portion of the title, your name, and/or specific keywords) works as well. When you find your published ETD, click 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.