

# OhioLINK Electronic Theses and Dissertations (ETD) Center

## Submitter Manual



**OhioLINK**

Connecting Libraries, Learning & Discovery

A Division of the Ohio Department of Higher Education

An OH-TECH Consortium Member

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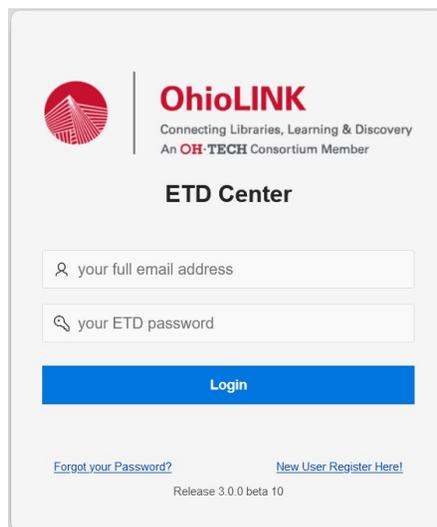
## Overview

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.



The screenshot shows the OhioLINK ETD Center login page. At the top left is the OhioLINK logo, a red circle with a white stylized 'O'. To its right is the text "OhioLINK" in red, followed by "Connecting Libraries, Learning & Discovery" and "An OH-TECH Consortium Member" in smaller black text. Below this is the heading "ETD Center". There are two input fields: the first is labeled "your full email address" and the second is labeled "your ETD password". Below the fields is a blue "Login" button. At the bottom left is a link "Forgot your Password?" and at the bottom right is a link "New User Register Here!". At the very bottom center is the text "Release 3.0.0 beta 10".

Select “Submitter/Student Account” and the page will reload with the contact information form.



The screenshot shows the "New User Registration" form. The title "New User Registration" is in a blue header bar. Below the header, the text "Please select the type of account you are creating:" is followed by two radio button options: "Submitter/Student Account" and "Institution Administrator/Reviewer/Batch Uploader Account". At the bottom left is a "Cancel" button and at the bottom right is a red "Save and Continue" button with a star icon.

Complete the form, scrolling down to the end, then click “Save and Continue”. Required fields are marked with a red asterisk.

**New User Registration**

Please select the type of account you are creating:

Submitter/Student Account  
 Institution Administrator/Reviewer/Batch Uploader Account

**Name**

Your contact information is provided for use by your school or library and will not be publicly available.

Last Name \*  First Name \*  Middle Name or Initial  Suffix ("Jr.", "III", etc.)

Please enter your name in the form used on the title page. Capitalize normally (for example, "McGuire", rather than "MCGUIRE" or "McGUIRE").  
[See our notes about entering special characters and formatting.](#)

**Account Information**

\* Email Address   
(This will be your ETD Center username)

\* Confirm Email Address

**ORCID Identifier**

ORCID Identifier

**Current Contact Information**

\* Country

\* Street Address

\* City / Town

State / Province / Region

Zip / Postal Code

Phone + (  )  ext.

**Personal Information**

\* Citizenship

Year of Birth   
(Optional: Your school's library can use this to distinguish between authors with similar names.)

**Permanent Contact Information**

Email Address

Phone  + (  )  ext.

Show this e-mail address in my ETD's public record:  Yes  No

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.

**Forgot Password**  
Use this page to reset your password when you have forgotten it.  
Enter your ETD username below and click submit.  
An email message will be sent to you with a link to set a new password.

Username

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 Change**

ETD Username: **EXAMPLE@INSTITUTION.EDU**

New Password

Confirm Password

**Password Requirements**

- ✗ Password is at least 10 characters long and no more than 100
- ✗ Password cannot contain the user's username
- ✗ Password must contain at least 3 of the 4 character classes: uppercase, lowercase, number, punctuation
- ✗ Password cannot contain any part of the user's full name
- ✗ Password cannot contain an ascending or descending sequence of characters or numbers (ie: abcd 6789 54321 GFEDC) longer than 3
- ✗ Password cannot contain a string of repeating characters (ie: 7777 yyyyy) longer than 3
- ✗ The same password cannot be used more than once
- ✗ New Password must match Confirm Password

Password must meet the requirements on the right side of the screen, which will update as each requirement is met, then click “Submit”.

**Password Change**

ETD Username: **EXAMPLE@INSTITUTION.EDU**

New Password

Confirm Password

**Password Requirements**

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- ✓ Password cannot contain the user's username
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- ✗ New Password must match Confirm Password

**Password Change**

ETD Username: **EXAMPLE@INSTITUTION.EDU**

New Password

Confirm Password

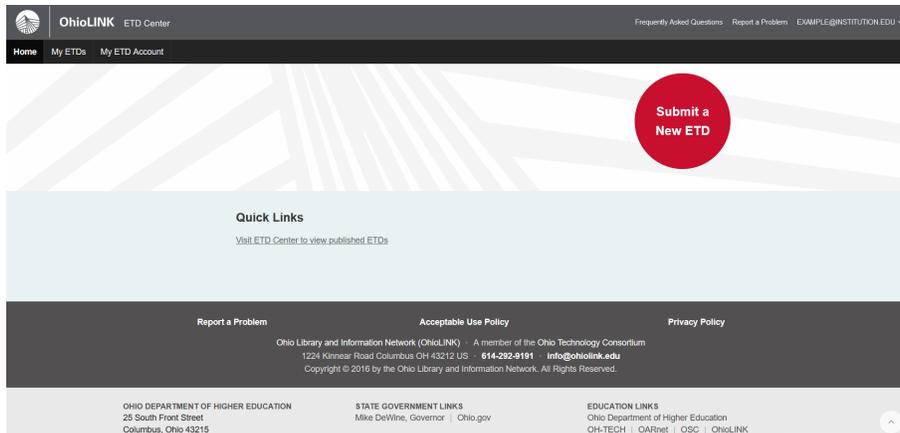
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- ✓ New Password must match Confirm Password

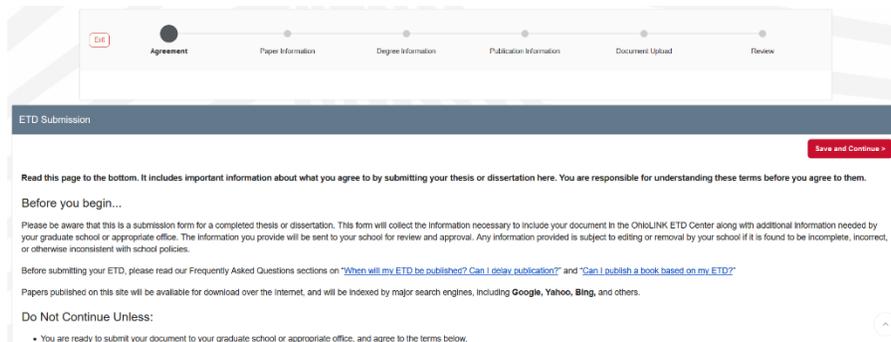
## Submit an ETD

### 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.

### Quick Links

[Continue to work on a draft ETD submission](#)

[Visit ETD Center to view published ETDs](#)

### Quick Links

[Check your embargo request status](#)

[Continue to work on a draft ETD submission](#)

[View your submitted ETD](#)

[Visit ETD Center to view published ETDs](#)

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.

My ETDs

Back

Go 1. Primary Report Rows 15 Actions Create New ETD

Accession Number	Title	Status	Author Name
-	Example ETD Submission: second master's thesis	Draft	EXAMPLE_NAME
jcu1626967751655914	Example ETD Submission: first master's thesis	Submitted	EXAMPLE_NAME

1 - 2

## 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.

OhioLINK ETD Center Ohio.gov

Note: This is a time-limited preview of an unpublished ETD. The above URL will expire in 15 minutes or less. To generate a new preview, return to the ETD submission review page and click "Preview ETD" again. File downloads from this page are disabled.

Search by title, author, keywords, etc. Need Help?

Participating Institutions Advanced Search

**JCU**

Files

Full text release has been delayed at the author's request until (embargo date not yet approved)

Supplemental Files

no data found

### Example ETD Submission: first master's thesis

Example Name

Permalink: [\(not assigned until submitted\)](#)

---

**Year and Degree**  
2021, Master of Business Administration, John Carroll University, Communications Management.

**Abstract**  
Description.

**Committee**  
James Smith (Committee Chair)

**Subject Headings**  
[Adult Education](#)

---

Recommended Citations Bibliography Endnote RIS Mandelley

**Citations**

Example, N. (2021). *Example ETD Submission: first master's thesis* (Master's thesis, John Carroll University). OhioLINK Electronic Theses and Dissertations Center. [http://rave.ohiolink.edu/etdc/view?acc\\_num=APR-Stylc\\_1791\\_265109](http://rave.ohiolink.edu/etdc/view?acc_num=APR-Stylc_1791_265109)

Example, Name. *Example ETD Submission: first master's thesis*. 2021. John Carroll University, Master's thesis. OhioLINK Electronic Theses and Dissertations Center. [http://rave.ohiolink.edu/etdc/view?acc\\_num=MLA-Stylc\\_1791\\_265109](http://rave.ohiolink.edu/etdc/view?acc_num=MLA-Stylc_1791_265109)

Example, Name. "Example ETD Submission: first master's thesis." Master's thesis, John Carroll University, 2021. [http://rave.ohiolink.edu/etdc/view?acc\\_num=Chicago-Manual-of-Stylc\\_1791\\_265109](http://rave.ohiolink.edu/etdc/view?acc_num=Chicago-Manual-of-Stylc_1791_265109)

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Document number: [\(not assigned until submitted\)](#)

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PREVIEW

Report a Problem Acceptable Use Policy Privacy Policy

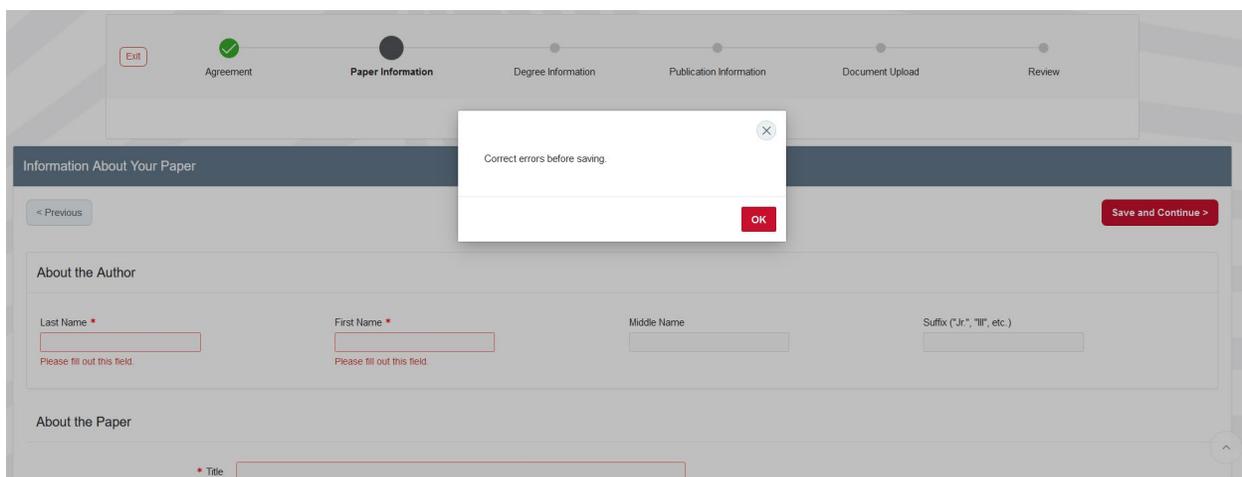
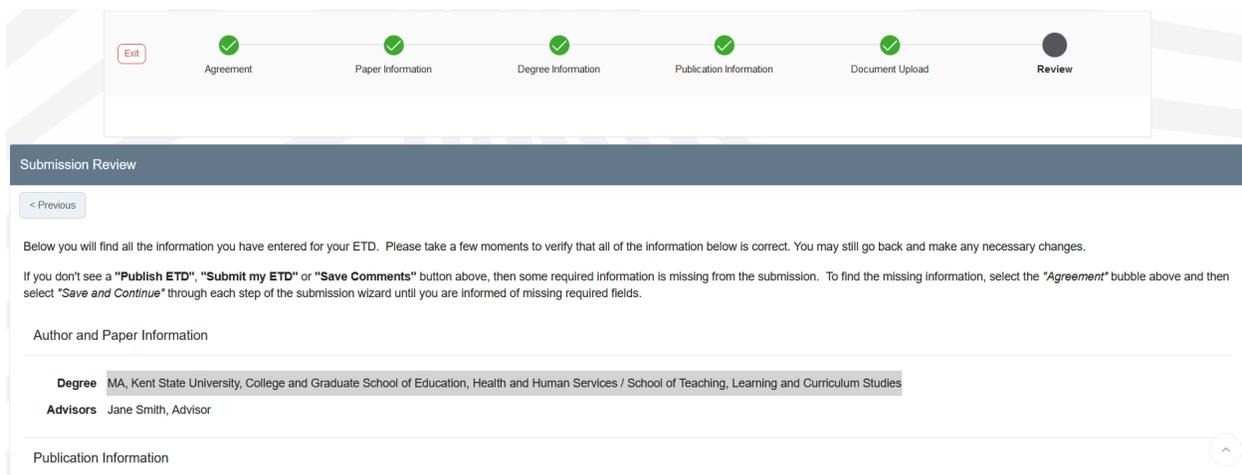
Ohio Library and Information Network (OhioLINK) - A member of the Ohio Technology Consortium  
1224 Kinnear Road Columbus OH 43212 US **614-292-9191** [info@ohiolink.edu](mailto:info@ohiolink.edu)  
Copyright © 2016 by the Ohio Library and Information Network. All Rights Reserved.

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.

#### Quick Links

- [Review your returned submission and resubmit](#)
- [Check your embargo request status](#)
- [View your published ETD in the OhioLINK ETD Center](#)
- [Continue to work on a draft ETD submission](#)
- [Visit ETD Center to view published ETDs](#)

### 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](#).