

ProQuest Step-by-Step Administrator Review Guide

Step #1: Log In to your Administrator Account on ProQuest

- Follow this link to the [ProQuest ETD Database](#).
- Click the “Login” tab and choose “Administrator.”
- Then, enter your log in credentials or choose “Forgot your password?” if you need to reset your login credentials.

The screenshot shows the ProQuest ETD Administrator interface for Stockton University. The browser address bar displays <https://www.etdadmin.com/main/home?siteId=887>. The page includes a navigation menu with links for Home, Training and Support, Resources & Guidelines, Submitting Your Dissertation/Thesis, and About ETD Administrator. A main heading reads "Make your thesis or dissertation available to the research community with ProQuest ETD Administrator At Stockton University". Below this, a "Here's why:" section lists benefits, and a "Here's the workflow:" section shows three steps: 1. Submit (You), 2. Review (Your institutional administrator), and 3. Revise & Approve (You and your administrator). A "Log in" dropdown menu is circled in red, with a red arrow pointing to the "Forgot your password?" link in the login form. The login form includes fields for Username (with a "Required" label) and Password, a "Forgot your password?" link, a "Create new student account" link, and a "Log in" button.

Step #2: Navigate to Submitted ETD List

- After logging in, navigate to the ETD List. You will find this by clicking on the “Manage Dissertations & Theses” tab and then choosing “View ETD List.”
- Once on the ETD List, you will be able to view all submissions assigned to you.
- When ready, click the link of the title for the submission to begin the review process.

The screenshot displays the ProQuest ETD Administrator interface. The top navigation bar includes the ProQuest ETD Administrator logo, a user profile icon, and the Stockton University Graduate Studies logo. The main navigation bar contains tabs for "Manage Dissertations & Theses", "Run Reports", and "Manage Site". Below this, a secondary navigation bar includes "View ETD List", "Submit ETDs for Students", and "Deliver ETD Batch".

The left sidebar features a "View ETDs:" section with buttons for "All", "My", and "Active". Below this is a "Custom Search:" section with filters for "Status", "Last Event", "Administrator", and "Student Last Name".

The main content area shows a table of ETD submissions. The table has the following columns: ID, Title, Student, Last Event, Administrator, Tag, Degree Date, Department, Type, Status, Date Submitted, and Locked. The first row of the table is highlighted with a red box and contains the following data:

ID	Title	Student	Last Event	Administrator	Tag	Degree Date	Department	Type	Status	Date Submitted	Locked
10036	Test		Administrator assigned	Albertson, Sarah		2023	American Studies	Master's	Ready for Checklist	2023-07-12	

At the bottom of the table, there are navigation links: « Previous 1 Next ».

Step #3: Review of Submissions

- Using the navigation bar on the left, click on each section and review the submission for accuracy.

Manage this ETD

- View ETD details**
- Assign administrator
- Add notes
- Edit tags
- View XML
- View checklist

Decisions:

- Register decision
- View decisions

Revisions/Changes:

- Revise details
- Revise PDF
- Revise supplemental files
- Revise PQ publishing options
- View revision history
- View history
- View order

Delivery:

- Deliver to ProQuest

Withdraw:

- Withdraw this submission

ETD Details [Print your details](#)

Basic Details

Title: Test

Author(s): Test Test

Primary Language: English

Publication Number: 30570663

Submission Date: 2023-07-12

Submission ID: 10036

Institutional Student ID: Test

Publishing Settings & Copyright

Traditional Publishing [View agreement](#)

Do not delay release to ProQuest

Allow search engine access.

Do not file for copyright - I am requesting that ProQuest not file for copyright on my behalf.

PDF and Supplementary Files

ProQuest Step BY Step - Students.pdf 1,021.9 kB

[View](#) [Download](#)

-- No supplemental files provided --

Degree/Department Information

Degree Date: 2023

Degree Awarded: Master of Arts

Year Manuscript Completed: 2023

Department: American Studies

Advisor/Supervisor/Committee Chair: Robert Gregg

Committee Members: -- none provided --

Subject Categories

American history [0337] - primary

Keywords

-- none provided --

Abstract

Test

In the ETD Details section, you can confirm the author (student) information

check the publishing options

and review the PDF

***Please make sure the student has submitted a signature page with their submission. This should be signed, at minimum, but the dissertation/thesis chair.*

You can also check degree information

subject category and keywords

as well as the abstract

Step #3: Review of Submissions, continued

- If you feel items in the ETD Details need to be revised, you can revise them or send them back to the student to revise.
- To revise *for* the student, use the navigation bar on the left and choose “Revise details.” Then revise the details as needed.

Manage this ETD

[View ETD details](#)

[Assign administrator](#)

[Add notes](#)

[Edit tags](#)

[View XML](#)

[View checklist](#)

Decisions:

[Register decision](#)

[View decisions](#)

Revisions/Changes:

[Revise details](#)

[Revise PDF](#)

[Revise supplemental files](#)

[Revise PQ publishing options](#)

[View revision history](#)

[View history](#)

[View order](#)

Delivery:

[Deliver to ProQuest](#)

Withdraw:

[Withdraw this submission](#)

Revise ETD details using the form below and save your changes.

ETD Details:

First name *:

Middle name:

Last name *:

Primary language of your dissertation/thesis *:

Title (as displayed in your dissertation/thesis) *:

Abstract (as displayed in your dissertation/thesis) *: Paste your abstract below. Formatting will not be shown here, but will display when your abstract is viewed in ProQuest databases.

Test

Do not include personal information in your abstract.

Would you like to enter an optional translated version of your title and / or abstract to expand your potential researcher audience?

Yes

No

Year Manuscript Completed *:

Degree Date *:

Degree Awarded *:

Department *:

Primary Subject Category *:

Additional Subject Categories:

Keywords (include up to 6):

You can revise all details, including addition or removal of relevant keywords

Advisor/Supervisor/Committee Chair *:

Enter your primary advisor(s), not your entire committee. Do not include degrees as part of the name.

First name:	Initial:	Last name:
Robert		Gregg

Committee Members:

Include up to 10 names. Do not include degrees as part of the name.

First name:	Initial:	Last name:

Reason for revision:

Notify student:

Notify student about revision(s)
 (email template will display below)

Save Changes

Cancel

You can make the necessary revisions and then choose to notify the student before saving changes

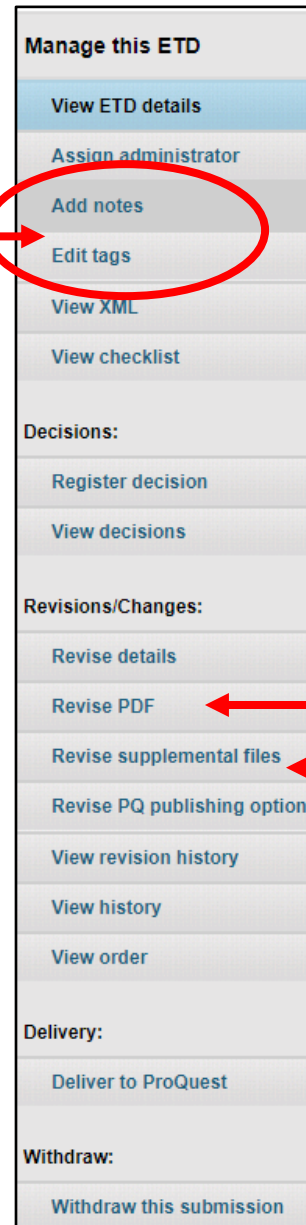


- To **ask the student** to revise, use the navigation bar on the left and choose “Register decision.” In the first section, select “Minor Revisions Required” or “Major Revisions Required,” based on the items needed for revision.
- In the second section, choose the appropriate emails to notify and type a revision message to the student. When ready, select the blue “Register decision” button.

The screenshot displays the 'Register Decision' interface. On the left, a sidebar titled 'Manage this ETD' contains various options, with 'Register decision' circled in red. The main content area is divided into three sections: 1. 'Select Decision', featuring a dropdown menu currently set to 'Select Decision'. A red arrow points from the circled 'Register decision' option in the sidebar to this dropdown. Below the dropdown is a note: 'Notes: A decision of "Accept" cannot be registered because the checklist is not complete. [Complete the checklist.](#)' 2. 'Email decision letter', which includes checkboxes for 'Student Permanent Email Address' and 'Administrators', a 'Reset to Default' link, and a 'Cc:' field. 3. A message composition area with a 'Subject:' field and a 'Message:' text area containing a rich text editor with options for bold, italic, underline, list, and link. At the bottom, there is an 'Attachment:' section with an 'Add Attachment' button and a note: '25MB limit. Attempts to attach larger items will trigger an error.' A red circle highlights the 'Register Decision' button at the bottom of the page. A zoomed-in view of the dropdown menu is shown on the right, with a red arrow pointing from the dropdown menu in the main interface to it. The dropdown menu options are: 'Select Decision', 'Accept', 'Minor Revisions Required', and 'Major Revisions Required'.

Step #3: Review of Submissions, continued

- If you need to add notes or edit tags for the submission, use the left side navigation bar to do so.



You can also make revisions to the PDF supplemental files ProQuest publishing options

or send them back to the student for revisions in the same way outlined above

Step #4: Complete the Checklist

- Once you are satisfied with the submission, complete the Checklist. Click on “View Checklist” on the left side navigation bar.
- Check off each item on the list if they are complete and add notes if necessary. If items are not complete, please inform the student. When the Checklist is complete, click the blue “Save Changes” button.

Manage this ETD	
View ETD details	
Assign administrator	
Add notes	
Edit tags	
View XML	
View checklist	
Decisions:	
Register decision	
View decisions	
Revisions/Changes:	
Revise details	
Revise PDF	
Revise supplemental files	
Revise PQ publishing options	
View revision history	
View history	
View order	
Delivery:	
Deliver to ProQuest	
Withdraw:	
Withdraw this submission	

Checklist:	
<input type="checkbox"/> Received final oral exam report.	Note: <input type="text"/>
<input type="checkbox"/> Received Certification of Dissertation Committee Approval.	Note: <input type="text"/>
<input type="checkbox"/> Received complete post-defense paperwork.	Note: <input type="text"/>
<input type="checkbox"/> Copyright filing payment received (if applicable).	Note: <input type="text"/>
<input type="checkbox"/> All degree requirements have been met; approved degree for conferral	Note: <input type="text"/>
<input type="checkbox"/> Diploma received.	Note: <input type="text"/>
Save Changes	

Step #5: Register Decision

- Once the Checklist is complete, click on the “Register decision” tab on the left side navigation bar.
- In the first section, choose “Accept” as your decision. Then, click the blue “Register decision” button to submit.

Manage this ETD

- View ETD details
- Assign administrator
- Add notes
- Edit tags
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- View checklist

Decisions:

- Register decision**
- View decisions

Revisions/Changes:

- Revise details
- Revise PDF
- Revise supplemental files
- Revise PQ publishing options
- View revision history
- View history
- View order

Delivery:

- Deliver to ProQuest

Withdraw:

- Withdraw this submission

Register Decision

After reviewing this dissertation/thesis, select your decision from the dropdown.

1 Select Decision

Decision:

Notes: A decision of "Accept" cannot be registered because the checklist is not complete. [Complete the checklist.](#)

2 Email decision letter

To: Student Permanent Email Address
 Administrators

[Reset to Default](#)

Cc:

Separate multiple email addresses with commas or semicolons

Subject:

Message:

B I U

Insert text here ...

Attachment:

25MB limit. Attempts to attach larger items will trigger an error.

3 Register Decision

1 Select Decision

Decision:

- Select Decision
- Accept**
- Minor Revisions Required
- Major Revisions Required

2 Email decision letter

To: Student Permanent Email Address

Step #6: Deliver to ProQuest

- Once the submission is accepted, you will notice on your homepage that the status of the submission is now “Ready for Delivery.”

The screenshot displays the ETD Dashboard interface. At the top, there are navigation tabs: "Manage Dissertations & Theses", "Run Reports", and "Manage Site". Below these are links for "View ETD List", "Submit ETDs for Students", and "Deliver ETD Batch". The top right corner shows a version notice: "What's new: 23.3.0 23 Mar 2023 Release" and "ETD Dashboard Help".

The main content area shows a table of ETDs with the following columns: ID, Title, Student, Last Event, Administrator, Tag, Degree Date, Department, Type, Status, Date Submitted, and Locked. The "Last Event" and "Status" columns are highlighted with red boxes. A red arrow points from the text in the list item above to the "Status" column header, and another red arrow points from the "Status" column header to the "Ready for Delivery" status of the first row.

The first row of the table contains the following data:

ID	Title	Student	Last Event	Administrator	Tag	Degree Date	Department	Type	Status	Date Submitted	Locked
10036	Test	Test_Test	Registered decision: Accepted	Albertson, Sarah		2023	American Studies	masters	Ready for Delivery	2023-07-12	

Below the table, there are navigation links: "« Previous 1 Next »".

On the left side, there is a sidebar with search filters:

- View ETDs:** All, My, Active
- Custom Search:**
- Status:** Any Status
- Last Event:** Any Last Event
- Administrator:** Any Administrator
- Student Last Name:** is

Buttons for "Reset" and "Search" are at the bottom of the sidebar, along with a link for "Display Preferences".

Step #6: Deliver to ProQuest, continued

- When ready to publish, you need to “deliver” to ProQuest for publication. On the left side navigation bar, click on the option “Deliver to ProQuest.” Then, click the blue “Deliver” button. In 1-2 weeks, you should receive an email notifying that the dissertation/thesis is now published through ProQuest.

The image shows a vertical navigation menu on the left and a confirmation dialog on the right. The navigation menu is titled "Manage this ETD" and contains several sections of options. The "Delivery:" section at the bottom is circled in red, and a red arrow points from the "Deliver to ProQuest" option to the "Deliver" button in the dialog. The dialog is titled "Deliver to ProQuest:" and contains the text: "You have chosen to deliver 'Test' to ProQuest for publishing. Please select 'Deliver' to complete delivery." and a blue "Deliver" button.

Manage this ETD

- View ETD details
- Assign administrator
- Add notes
- Edit tags
- View XML
- View checklist
- Decisions:**
 - Register decision
 - View decisions
- Revisions/Changes:**
 - Revise details
 - Revise PDF
 - Revise supplemental files
 - Revise PQ publishing options
 - View revision history
 - View history
 - View order
- Delivery:**
 - Deliver to ProQuest
- Withdraw.**
 - Withdraw this submission

Deliver to ProQuest:

You have chosen to deliver "Test" to ProQuest for publishing.
Please select "Deliver" to complete delivery.

Deliver