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.

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.

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 *: Test

Middle name:

Last name *: Test

Primary language of your dissertation/thesis *: English - en

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

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 *: 2023

Degree Date *: 2023

Degree Awarded *: Master of Arts

Department *: American Studies

Primary Subject Category *: American history [0337]

Additional Subject Categories: Select / Select

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)

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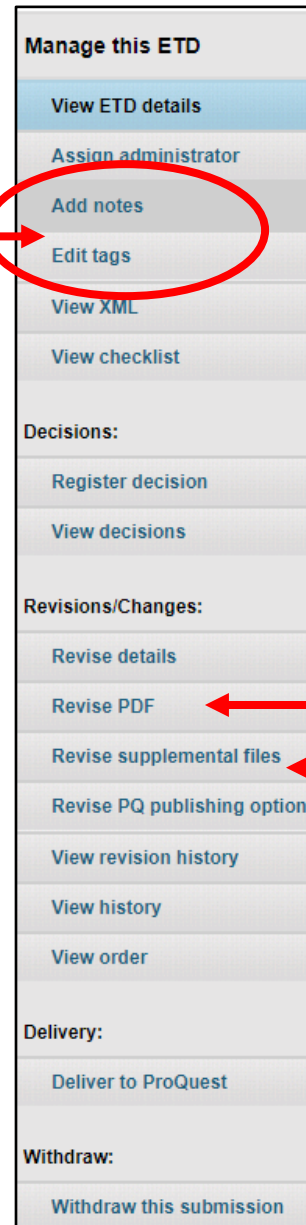
Save Changes   Cancel

- 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.

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

Register Decision

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

1 Select Decision

Decision: Select 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 semi-colons.

Subject:

Message:

B I U ≡ ≡ 🔗

Insert text here ...

Attachment: Add Attachment

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

3 Register Decision   Register Decision

1 Select Decision

Decision: Select Decision

Select Decision
Accept
Minor Revisions Required
Major Revisions Required

Notes: egistered becaus

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.

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

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:

☐ Received final oral exam report.

Note: [   ]

☐ Received Certification of Dissertation Committee Approval.

Note: [   ]

☐ Received complete post-defense paperwork.

Note: [   ]

☐ Copyright filing payment received (if applicable).

Note: [   ]

☐ All degree requirements have been met; approved degree for conferral

Note: [   ]

☐ Diploma received.

Note: [   ]

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.

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."

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.