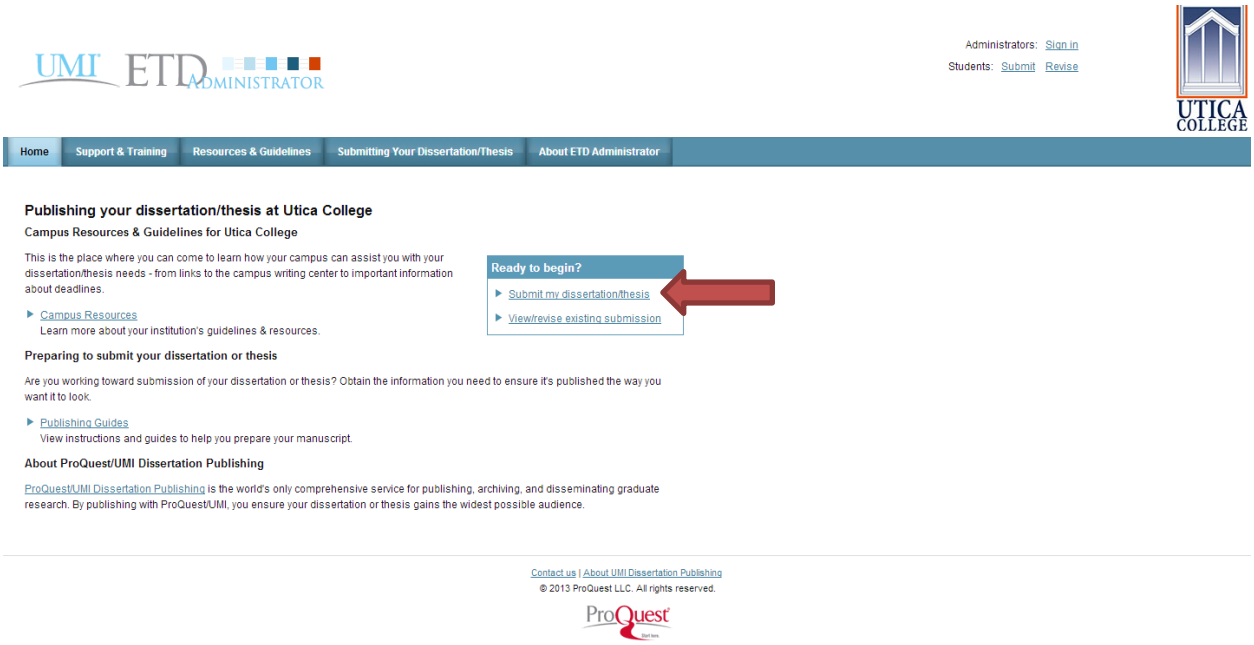
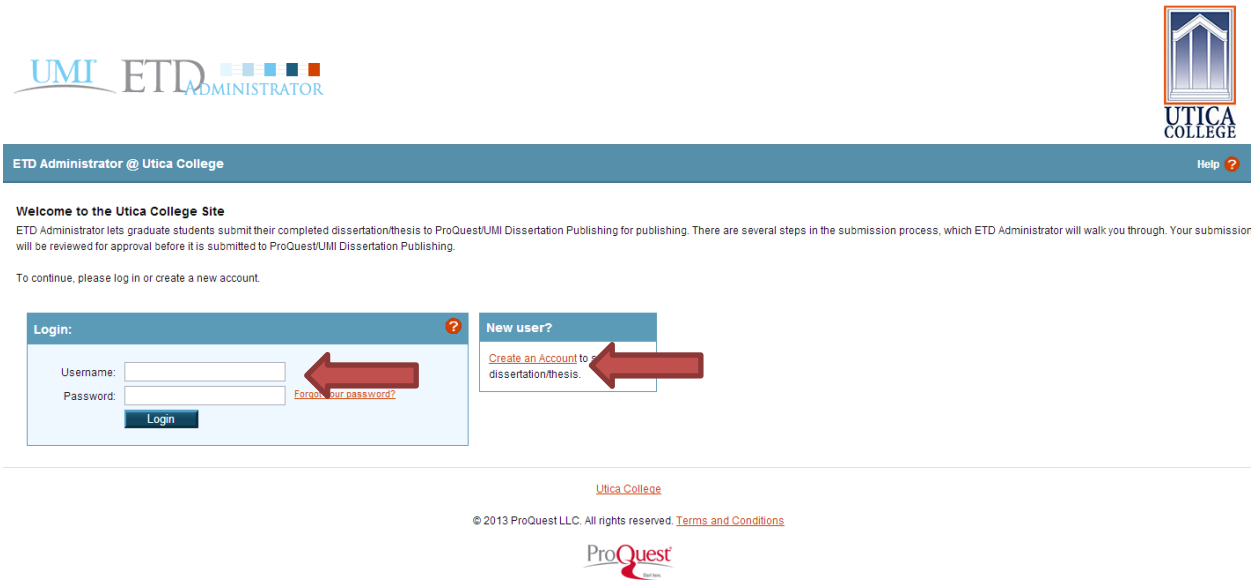
1. Go to **www.etdadmin.com/utica**

    a. * you must type the www. for the link to work.

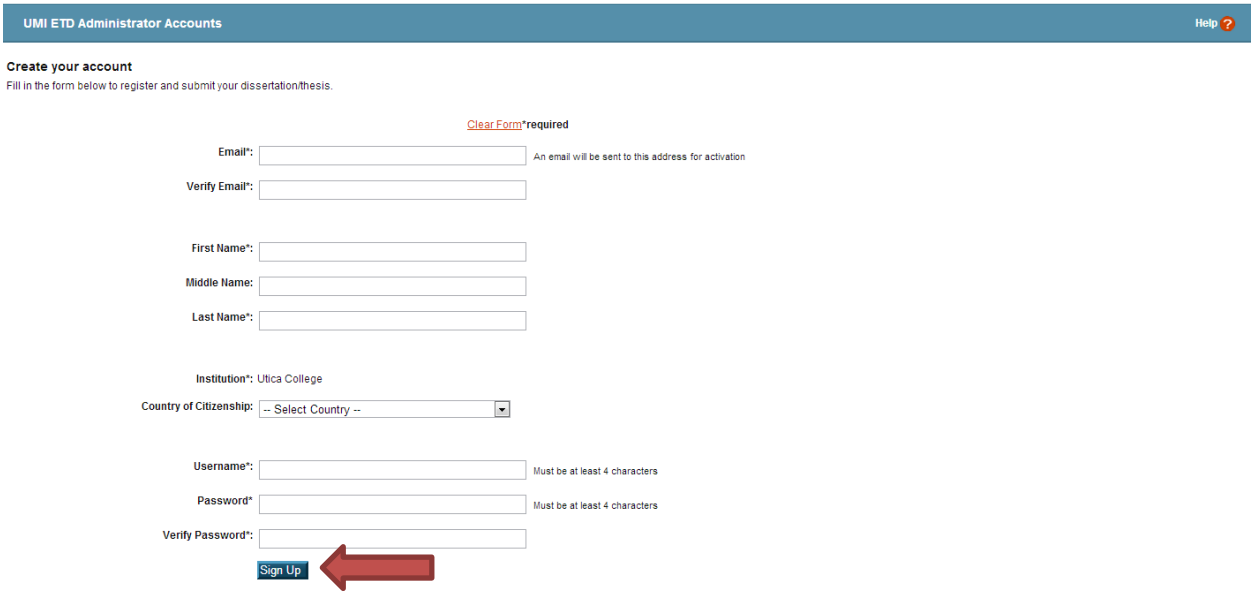
2. Select the Submit my dissertation/thesis



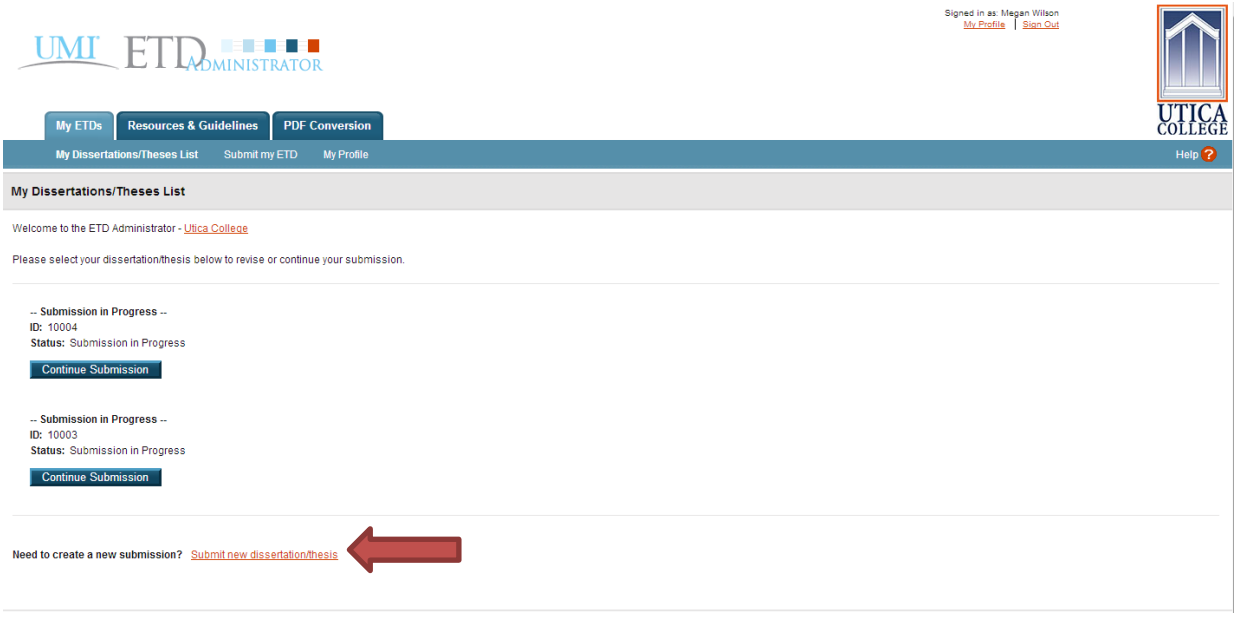
3. Login with your username and password if you have already set up your account or select Create an Account



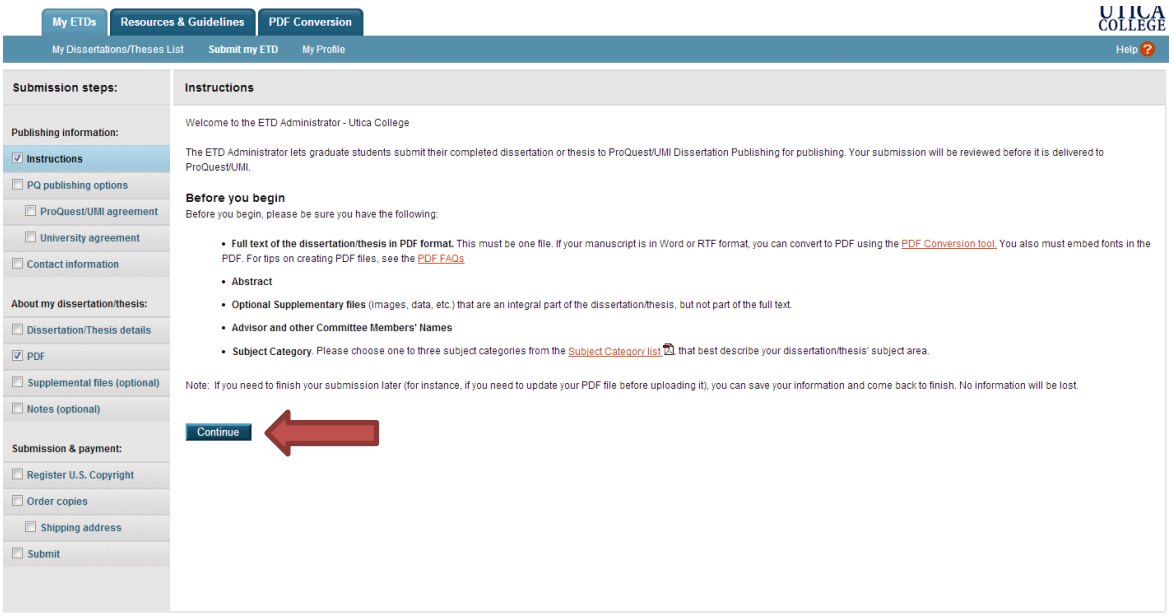
4. If you need to create an account complete all required fields denoted by an * and click Sign Up



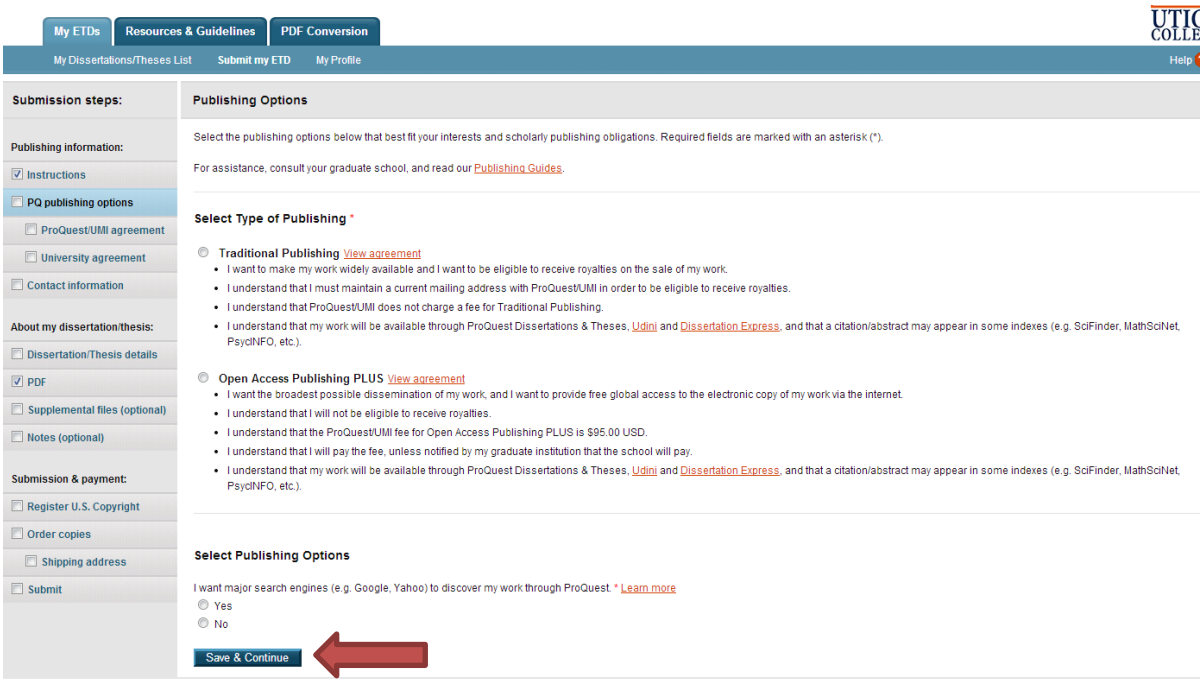
5. Once you are logged into the system select Submit a new dissertation/thesis



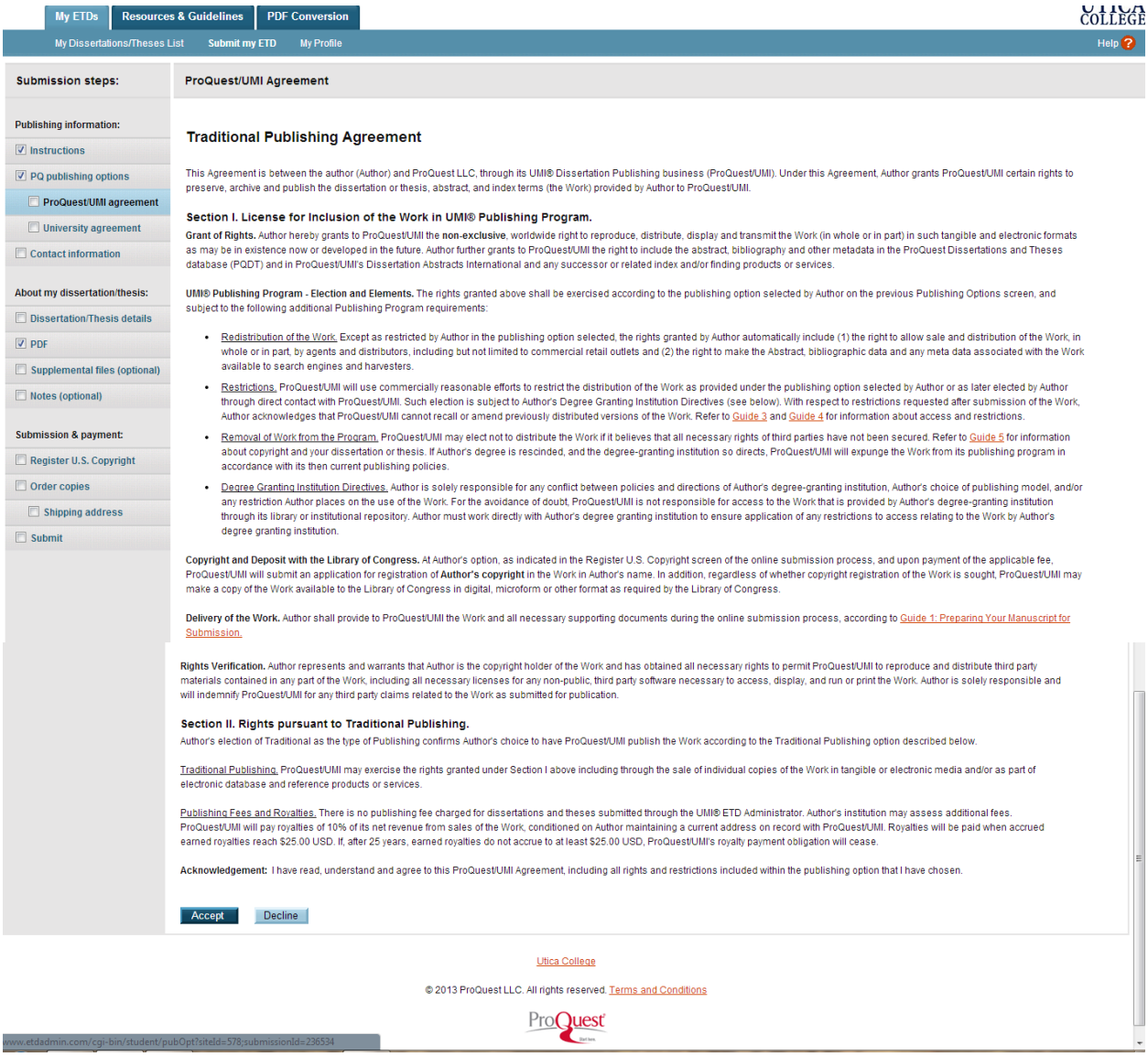
6. Read the instructions and guidelines on what you need to continue, when you are ready select Continue



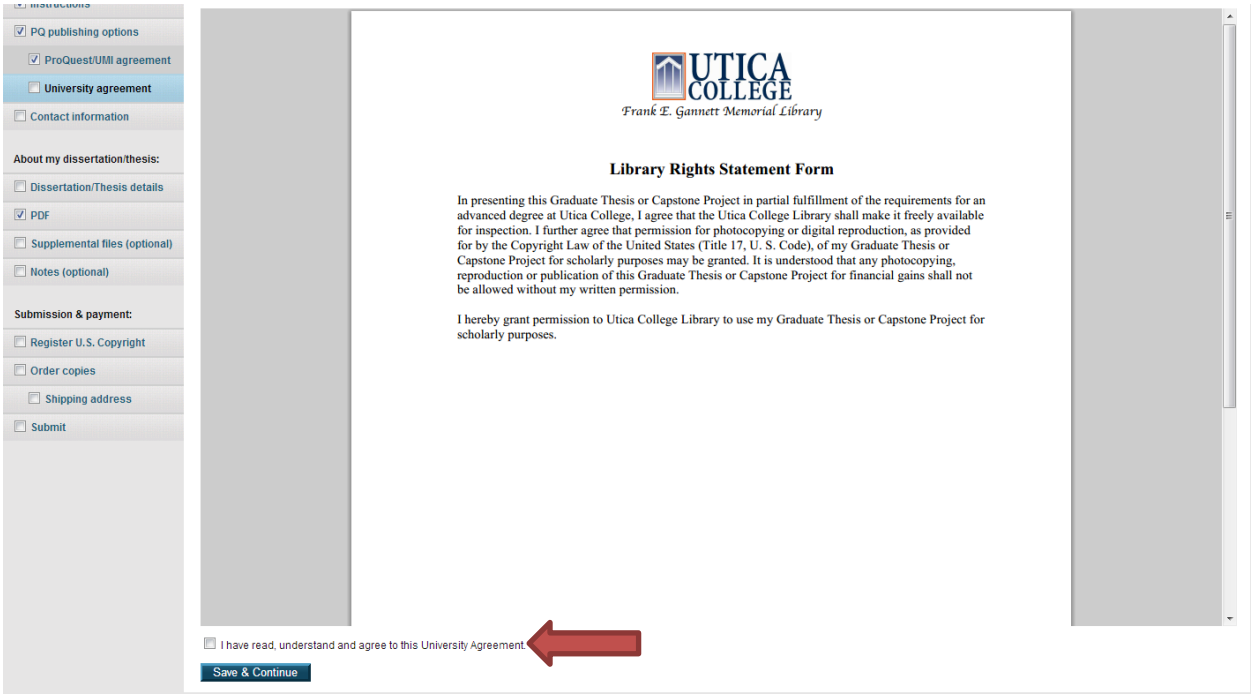
7. Read the descriptions and select the publishing option **of your choice**, then select Save and Continue. *Note that Open Access Publishing Plus contains a $95.00 fee due at the time of submission.



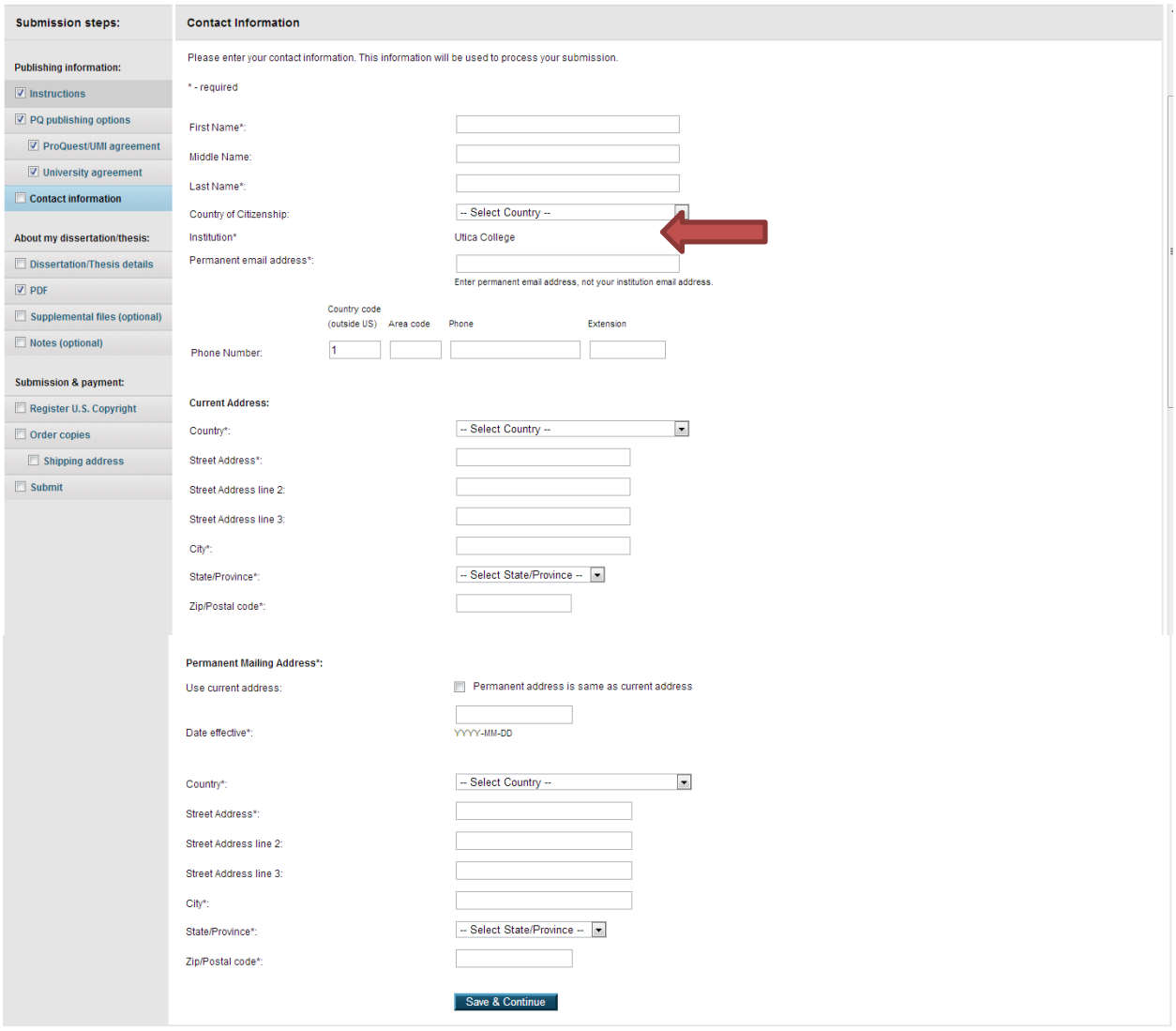
8. Read the publishing agreement and select Accept or Decline



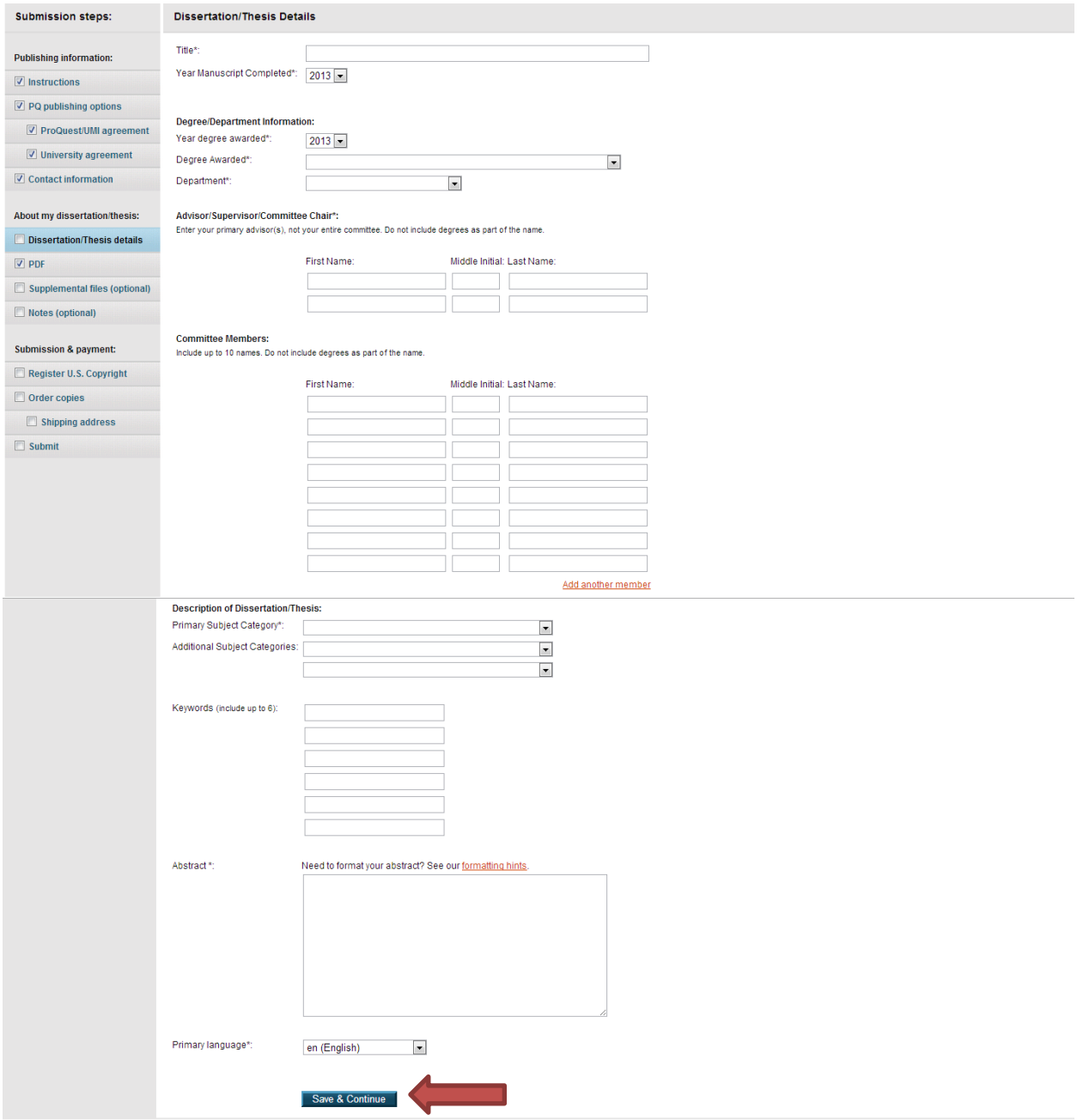
9. Read the Library Rights Statement Form, check the “I have read, understand and agree to this University Agreement” and select Save & Continue.



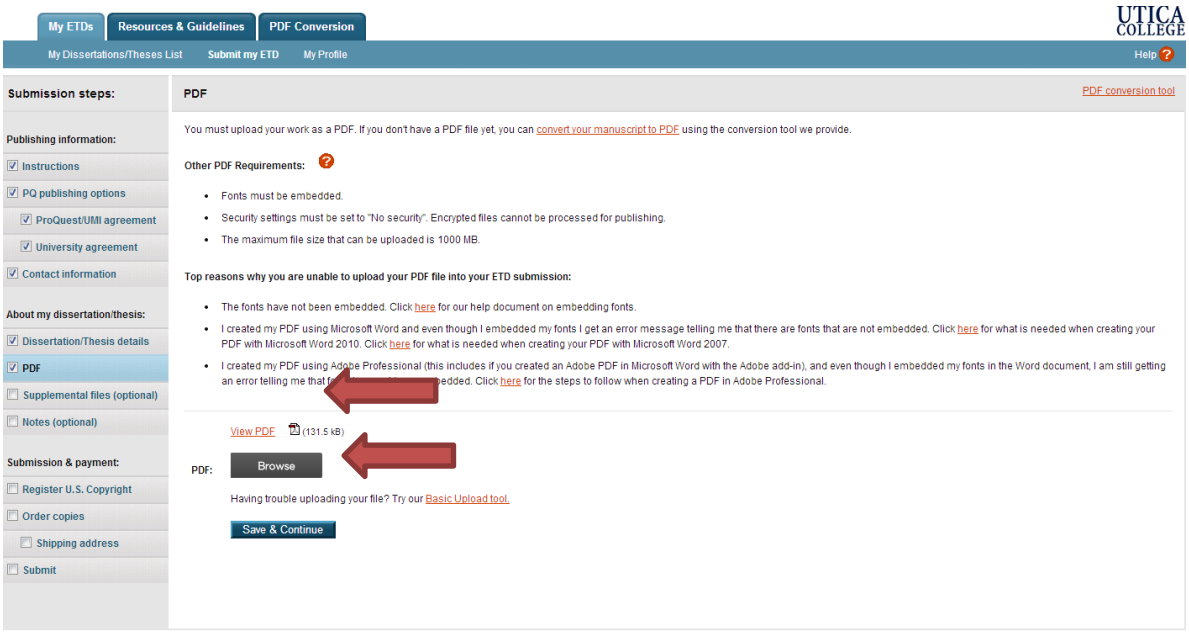
10. Fill in the required fields denoted by an *, note the date must be entered in YYYY-MM-DD format, then select Save and Continue



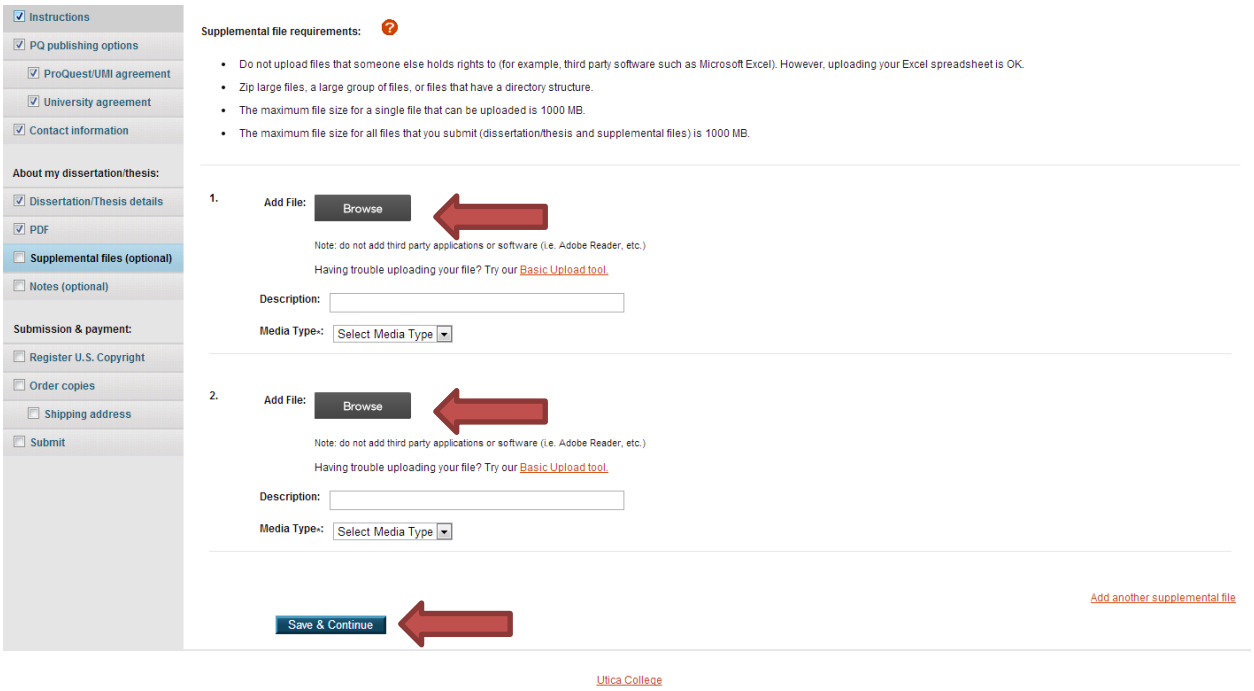
11. Fill in the Dissertation/Thesis Details fields and select save and continue



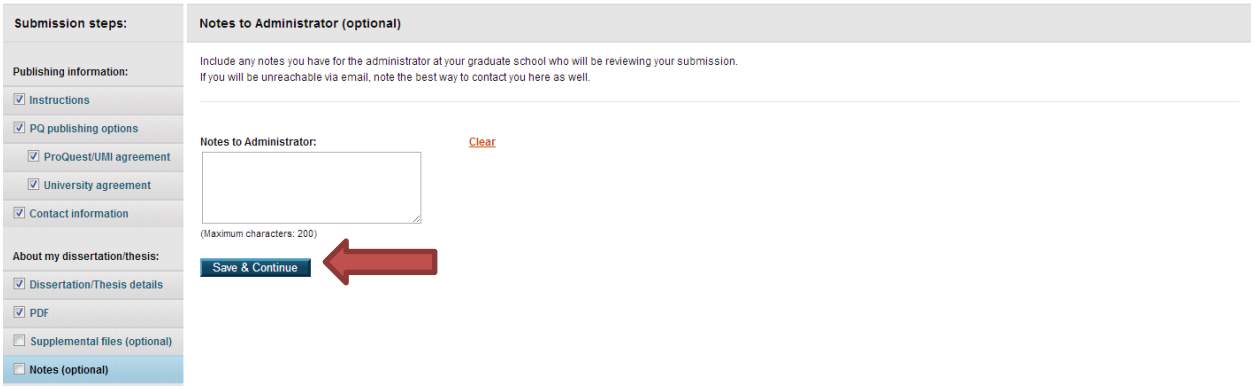
12. Upload a PDF. Version of your capstone or thesis *Note instructions on how to convert your file to a .pdf are available at: https://www.utica.edu/ogs/etdsubmit.cfm



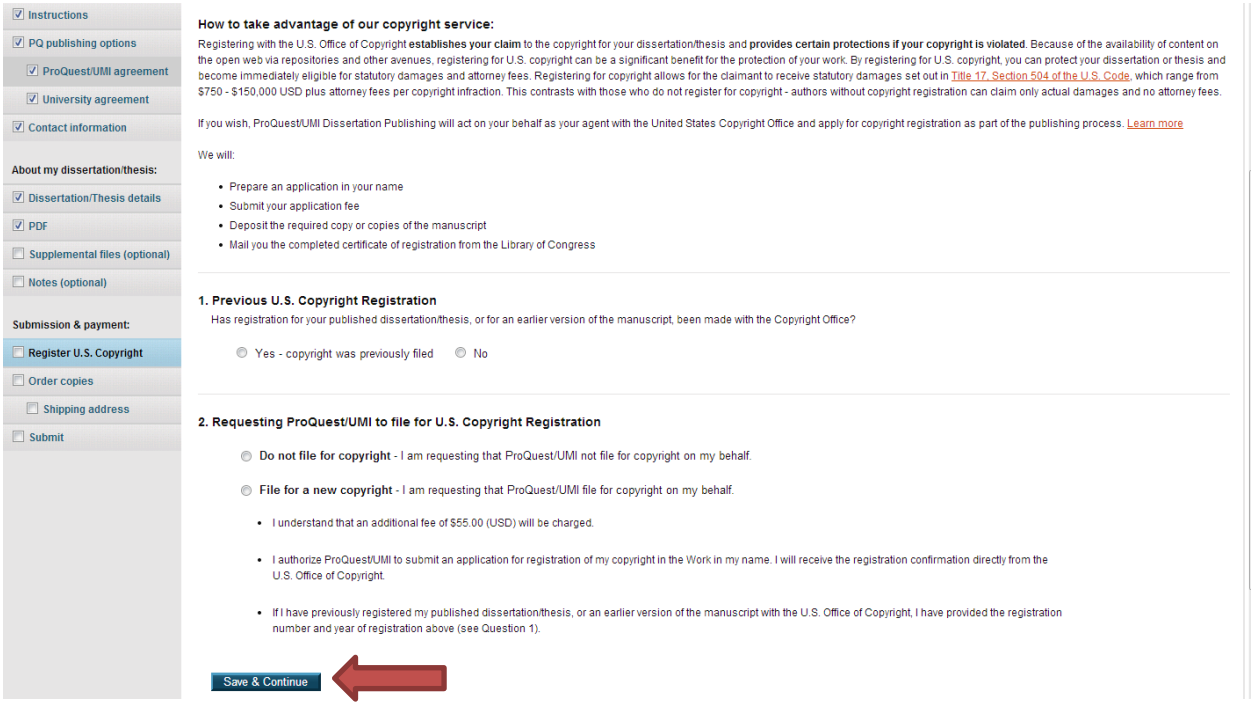
13. Upload any supplementary files and select Save & Continue



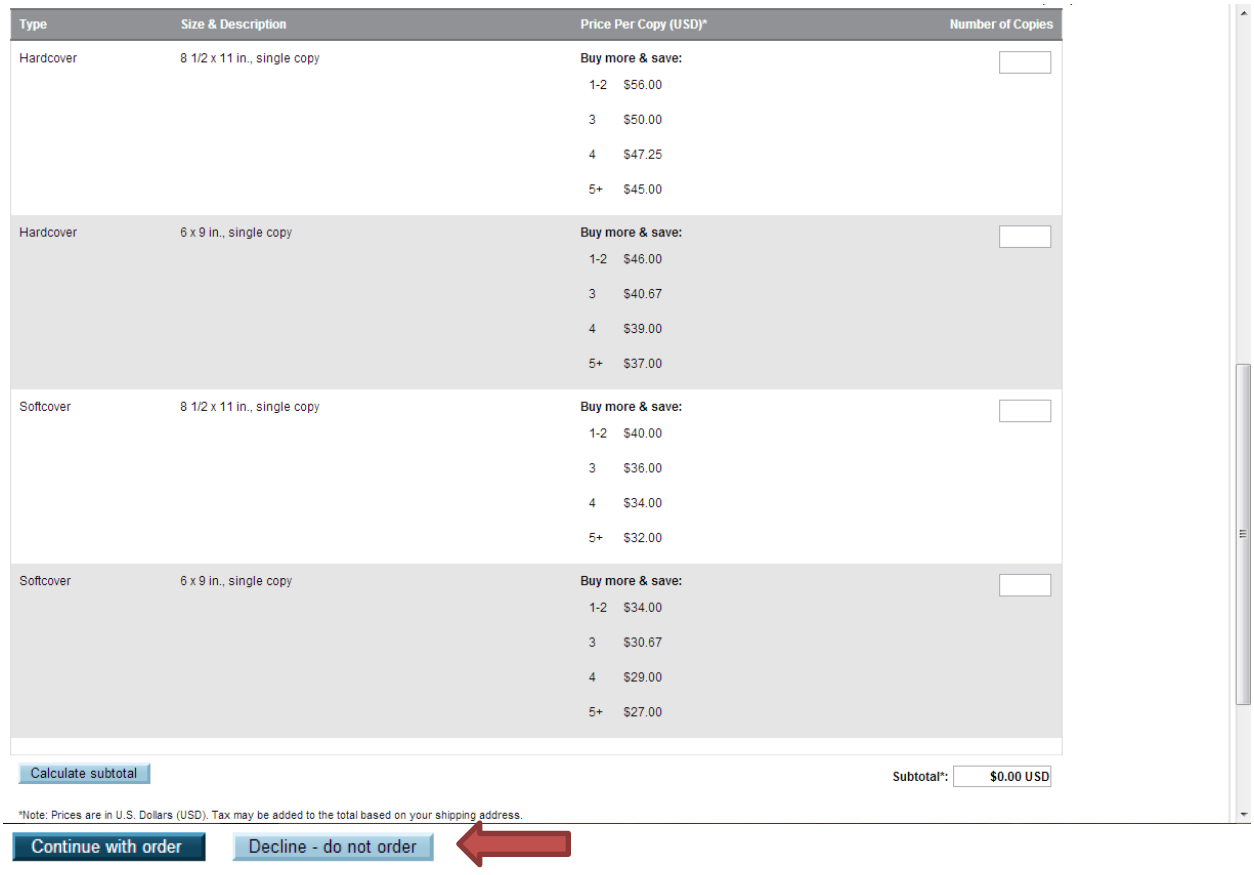
14. Enter notes to the administrator **(Optional)** and select Save & Continue



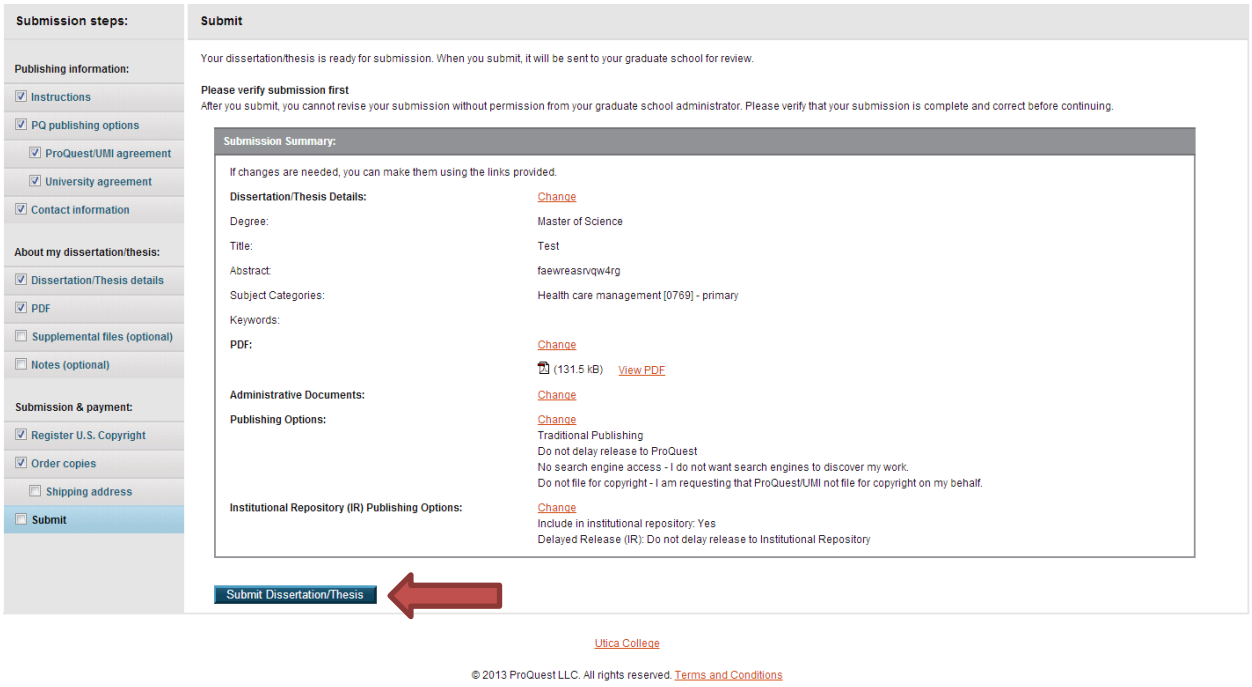
15. Select copyright options and select Save & Continue. Note that if you choose to file for a copyright **(optional),** you will be charged a $55.00 fee at time of submission.



16. Choose your options for ordering personal copies and select Continue with Order. If you **do not** wish to purchase personal copies select **Decline – Do Not Order**.



17. Verify you documents and information and select Submit



Congratulations!!!

If you have any questions regarding the formatting and/or submission of your thesis or capstone project please contact the Office of Graduate Studies at (315) 792-3335 or ogs@utica.edu