

1. Go to [www.etsadmin.com/utica](http://www.etsadmin.com/utica)
  - a. \* you must type the [www.](http://www.etsadmin.com/utica) for the link to work.
2. Select the Submit my dissertation/thesis

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[Clear Form\\*](#)required

Email\*:  An email will be sent to this address for activation

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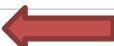
Institution\*: Utica College

Country of Citizenship:

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

The screenshot shows the 'Instructions' page in the ETD Administrator. The left sidebar contains a 'Submission steps' menu with 'Instructions' selected. The main content area is titled 'Instructions' and includes a welcome message, a 'Before you begin' section with a list of requirements (Full text in PDF, Abstract, Supplemental files, Advisor names, Subject Category), and a 'Continue' button at the bottom. A red arrow points to the 'Continue' button.

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.

The screenshot shows the 'Publishing Options' page in the ETD Administrator. The left sidebar contains a 'Submission steps' menu with 'Publishing Options' selected. The main content area is titled 'Publishing Options' and includes instructions to select publishing options, a 'Select Type of Publishing' section with radio buttons for 'Traditional Publishing' and 'Open Access Publishing PLUS', and a 'Select Publishing Options' section with radio buttons for 'Yes' and 'No'. A red arrow points to the 'Save & Continue' button at the bottom.

## 8. Read the publishing agreement and select Accept or Decline

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**Submission steps:** ProQuest/UMI Agreement

**Publishing information:**

- Instructions
- PQ publishing options
- ProQuest/UMI agreement
- University agreement
- Contact information

**About my dissertation/thesis:**

- Dissertation/Thesis details
- PDF
- Supplemental files (optional)
- Notes (optional)

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- Submit

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

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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

Submission steps:	Contact Information
<b>Publishing information:</b>	Please enter your contact information. This information will be used to process your submission.
<input checked="" type="checkbox"/> Instructions	* - required
<input checked="" type="checkbox"/> PQ publishing options	First Name*: <input type="text"/>
<input checked="" type="checkbox"/> ProQuest/UMI agreement	Middle Name: <input type="text"/>
<input checked="" type="checkbox"/> University agreement	Last Name*: <input type="text"/>
<input type="checkbox"/> Contact information	Country of Citizenship: <input type="text" value="-- Select Country --"/>
<b>About my dissertation/thesis:</b>	Institution* <input type="text" value="Ulrica College"/>
<input type="checkbox"/> Dissertation/Thesis details	Permanent email address*: <input type="text"/>
<input checked="" type="checkbox"/> PDF	<small>Enter permanent email address, not your institution email address.</small>
<input type="checkbox"/> Supplemental files (optional)	Country code (outside US) <input type="text"/> Area code <input type="text"/> Phone <input type="text"/> Extension <input type="text"/>
<input type="checkbox"/> Notes (optional)	Phone Number: <input type="text" value="1"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Submission &amp; payment:</b>	<b>Current Address:</b>
<input type="checkbox"/> Register U.S. Copyright	Country*: <input type="text" value="-- Select Country --"/>
<input type="checkbox"/> Order copies	Street Address*: <input type="text"/>
<input type="checkbox"/> Shipping address	Street Address line 2: <input type="text"/>
<input type="checkbox"/> Submit	Street Address line 3: <input type="text"/>
	City*: <input type="text"/>
	State/Province*: <input type="text" value="-- Select State/Province --"/>
	Zip/Postal code*: <input type="text"/>
	<b>Permanent Mailing Address*:</b>
	Use current address: <input type="checkbox"/> Permanent address is same as current address
	Date effective*: <input type="text"/>
	<small>YYYY-MM-DD</small>
	Country*: <input type="text" value="-- Select Country --"/>
	Street Address*: <input type="text"/>
	Street Address line 2: <input type="text"/>
	Street Address line 3: <input type="text"/>
	City*: <input type="text"/>
	State/Province*: <input type="text" value="-- Select State/Province --"/>
	Zip/Postal code*: <input type="text"/>
	<input type="button" value="Save &amp; Continue"/>

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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>

The screenshot shows the 'PDF Conversion' tab in the submission process. On the left is a navigation menu with sections: 'Submission steps', 'Publishing information', 'About my dissertation/thesis', and 'Submission & payment'. The 'PDF' step is selected. The main content area is titled 'PDF' and includes a 'PDF conversion tool' link. It contains instructions: 'You must upload your work as a PDF. If you don't have a PDF file yet, you can [convert your manuscript to PDF](#) using the conversion tool we provide.' Below this are 'Other PDF Requirements' and 'Top reasons why you are unable to upload your PDF file into your ETD submission:'. A 'View PDF' link shows a file of 131.5 kB. A 'Browse' button is highlighted with a red arrow, and a 'Save & Continue' button is also highlighted with a red arrow.

13. Upload any supplementary files and select Save & Continue

The screenshot shows the 'Supplemental file requirements' section. The left navigation menu has 'Supplemental files (optional)' selected. The main content area lists requirements: 'Do not upload files that someone else holds rights to...', 'Zip large files...', and 'The maximum file size for a single file that can be uploaded is 1000 MB.' Below are two numbered 'Add File' sections, each with a 'Browse' button highlighted by a red arrow. Each section includes a note, a 'Description' field, and a 'Media Type' dropdown. At the bottom, a 'Save & Continue' button is highlighted with a red arrow, and there is a link for 'Add another supplemental file'.

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

<b>Submission steps:</b>	<b>Notes to Administrator (optional)</b>
<b>Publishing information:</b>	Include any notes you have for the administrator at your graduate school who will be reviewing your submission. If you will be unreachable via email, note the best way to contact you here as well.
<input checked="" type="checkbox"/> Instructions	
<input checked="" type="checkbox"/> PQ publishing options	
<input checked="" type="checkbox"/> ProQuest/UMI agreement	
<input checked="" type="checkbox"/> University agreement	
<input checked="" type="checkbox"/> Contact information	
<b>About my dissertation/thesis:</b>	
<input checked="" type="checkbox"/> Dissertation/Thesis details	
<input checked="" type="checkbox"/> PDF	
<input type="checkbox"/> Supplemental files (optional)	
<input type="checkbox"/> Notes (optional)	

Notes to Administrator: Clear

(Maximum characters: 200)



## 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.

<input checked="" type="checkbox"/> Instructions	<b>How to take advantage of our copyright service:</b>
<input checked="" type="checkbox"/> PQ publishing options	Registering with the U.S. Office of Copyright <b>establishes your claim</b> to the copyright for your dissertation/thesis and <b>provides certain protections if your copyright is violated</b> . Because of the availability of content on the open web via repositories and other avenues, registering for U.S. copyright can be a significant benefit for the protection of your work. By registering for U.S. copyright, you can protect your dissertation or thesis and become immediately eligible for statutory damages and attorney fees. Registering for copyright allows for the claimant to receive statutory damages set out in <a href="#">Title 17, Section 504 of the U.S. Code</a> , which range from \$750 - \$150,000 USD plus attorney fees per copyright infringement. This contrasts with those who do not register for copyright - authors without copyright registration can claim only actual damages and no attorney fees.
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<input checked="" type="checkbox"/> University agreement	We will:
<input checked="" type="checkbox"/> Contact information	<ul style="list-style-type: none"><li>• Prepare an application in your name</li><li>• Submit your application fee</li><li>• Deposit the required copy or copies of the manuscript</li><li>• Mail you the completed certificate of registration from the Library of Congress</li></ul>
<b>About my dissertation/thesis:</b>	
<input checked="" type="checkbox"/> Dissertation/Thesis details	
<input checked="" type="checkbox"/> PDF	
<input type="checkbox"/> Supplemental files (optional)	
<input type="checkbox"/> Notes (optional)	
<b>Submission &amp; payment:</b>	
<input type="checkbox"/> Register U.S. Copyright	<b>1. Previous U.S. Copyright Registration</b>
<input type="checkbox"/> Order copies	Has registration for your published dissertation/thesis, or for an earlier version of the manuscript, been made with the Copyright Office?
<input type="checkbox"/> Shipping address	<input type="radio"/> Yes - copyright was previously filed <input type="radio"/> No
<input type="checkbox"/> Submit	<b>2. Requesting ProQuest/UMI to file for U.S. Copyright Registration</b>
	<input type="radio"/> Do not file for copyright - I am requesting that ProQuest/UMI not file for copyright on my behalf.
	<input type="radio"/> File for a new copyright - I am requesting that ProQuest/UMI file for copyright on my behalf.
	<ul style="list-style-type: none"><li>• I understand that an additional fee of \$55.00 (USD) will be charged.</li><li>• I authorize ProQuest/UMI to submit an application for registration of my copyright in the Work in my name. I will receive the registration confirmation directly from the U.S. Office of Copyright.</li><li>• If I have previously registered my published dissertation/thesis, or an earlier version of the manuscript with the U.S. Office of Copyright, I have provided the registration number and year of registration above (see Question 1).</li></ul>
	<input type="button" value="Save &amp; Continue"/>



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## 17. Verify your documents and information and select Submit

<b>Submission steps:</b>	<b>Submit</b>
<b>Publishing information:</b>	Your dissertation/thesis is ready for submission. When you submit, it will be sent to your graduate school for review.
<input checked="" type="checkbox"/> Instructions	<b>Please verify submission first</b> After you submit, you cannot revise your submission without permission from your graduate school administrator. Please verify that your submission is complete and correct before continuing.
<input checked="" type="checkbox"/> PQ publishing options	
<input checked="" type="checkbox"/> ProQuestUMI agreement	
<input checked="" type="checkbox"/> University agreement	
<input checked="" type="checkbox"/> Contact information	
<b>About my dissertation/thesis:</b>	
<input checked="" type="checkbox"/> Dissertation/Thesis details	
<input checked="" type="checkbox"/> PDF	
<input type="checkbox"/> Supplemental files (optional)	
<input type="checkbox"/> Notes (optional)	
<b>Submission &amp; payment:</b>	
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<input checked="" type="checkbox"/> <b>Submit</b>	

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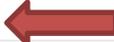
Degree: Master of Science  
Title: Test  
Abstract: faewreasrvqw4rg  
Subject Categories: Health care management [0769] - primary  
Keywords:

**PDF:** [Change](#)  
 (131.5 kB) [View PDF](#)

**Administrative Documents:** [Change](#)

**Publishing Options:** [Change](#)  
Traditional Publishing  
Do not delay release to ProQuest  
No search engine access - I do not want search engines to discover my work.  
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Delayed Release (IR): Do not delay release to Institutional Repository

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