Quick Guide to Submitting Your Thesis or Dissertation

Welcome to the new Emory ETDs!
Step 1. LOG IN

LOGIN to the system using the top right-hand corner OR the "Submit My ETD" button to BEGIN the submission process.
Step 2. SIGN IN

SIGN IN with your Emory NetID and password.
Step 3. USE TOP SIX TABS to create your work.
Click on each TAB and complete the fields.
Step 4. TRACK your progress on the "Submission Checklist" status menu.
Step 5. ABOUT ME TAB.

About Me

It's time to submit your thesis or dissertation! Let's begin with some basic information.

Student Name
Student, Emory

Graduation Date
Spring 2018

Post Graduation Email
We will need a way to contact you after graduation. Please provide a non-Emory email address where you can be reached after your Emory email address is disabled. Make sure the email address is one you plan to maintain and check regularly.

test@gmail.com

About My Program

Select your school and department from the menus below.

School
Rollins School of Public Health

Department
Epidemiology

Sub Field

Partnering Agency

Select a maximum of three partnering agencies you worked with or used as a resource. If you used data from an agency, include them in this section. Otherwise, select "Does not apply to collaborating organization."

Partnering Agency

CDC

Add another Partnering Agency

Degree
MSPH

Submission Type
Master's Thesis

Committee Chair, Thesis Advisor & Committee Members

If your committee chair, thesis advisor, or committee members are not affiliated with Emory, select "Non-Emory" and enter his/her organization.

Committee Chair/Thesis Advisor's Affiliation
Emory Committee Chair

Emory

Add another Committee Chair/Thesis Advisor

Committee Member's Affiliation
Emory Committee Member

Emory

Add another Committee Member

Committee Chair/Thesis Advisor
Emory, Professor

Committee Member
Another Emory, Professor

Save About Me

Successfully saved About: Student, Emory, undefined
Step 6. MY ETD TAB.

Successfully authenticated from Emory NetID account.

About My Thesis or Dissertation
Title
Sample Thesis for Training Purposes
Language
English

Abstract
File | Edit | View | Format |
---- | ---- | ---- | ------ |

Sample Abstract for Training

Table of Contents
File | Edit | View | Format |
---- | ---- | ---- | ------ |

Sample Table of Contents for Training

Research Field
Select at least one, but no more than three, research fields that best describe your work. List your primary field first. If you do not see your exact field, pick the closest option.

- Anthropology, Cultural

Keyword
To increase searchability, input keywords to describe your work. Enter a single word or phrase per box. You must add at least one keyword, but there is no maximum.

Sample Keyword 1
Sample Keyword 2

Copyright & Patents
Below are three questions related to copyright and patents for your thesis or dissertation. Read each question and select either Yes or No.
1) Does your thesis or dissertation contain any third-party text, audiovisual content or other material which is beyond a fair use and would require permission?

- Yes
- No

2) Does your thesis or dissertation contain content, such as a previously published article, for which you no longer own copyright? If you have questions about your use of copyrighted material, contact the Scholarly Communications Officer at scholar@emory.edu.
Step 7. MY PDF TAB.
Step 8. SUPPLEMENTAL FILES TAB.
Step 9. EMBARGOES TAB.
Step 10a. REVIEW & SUBMIT TAB.
Step 10b. REVIEW YOUR SUBMISSION.
Step 10c. CHECK SUBMISSION AGREEMENT & SUBMIT MY ETD!!

**Language**: English

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<th>Abstract</th>
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**Submission Agreement**

I hereby grant to [Institution Name] and its agents the non-exclusive license to archive, make accessible, and display, subject to any embargo restrictions I have specified above, my thesis or dissertation in whole or in part in all forms of media, now or hereafter known, including the display of the thesis or dissertation on the world wide web. I retain all ownership rights to the copyright of the thesis or dissertation. I also retain the right to use this work in future works (such as articles or books) all or part of this thesis or dissertation. I certify that my electronic submission is the version of my thesis/dissertation that was approved by my committee.

[Submit My ETD]
Step 10d. COMPLETED Submission.
Step 11. VIEW Your Notifications.

The ETD System will send NOTIFICATIONS listing the activity related to your submitted record. For example, "Awaiting Approval," "Requires Changes," "Approved." etc."
Step 12: VIEW User Notifications.

User Notifications

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<th>Message</th>
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<td>2 minutes</td>
<td>Deposit needs review</td>
<td>Sample Thesis for Testing (cBSs7692) was deposited by Frances Anne Piri and is awaiting initial review.</td>
</tr>
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</table>
Step 13: Any Questions?

See bottom of page for information.
Step 14: "Contact Us" page expanded :-)