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.
Step 6. MY ETD TAB.
Step 7. MY PDF TAB.

My PDF

Upload the version of your thesis or dissertation approved by your committee. You can only upload one file. This file should not contain any signatures or other personally identifying information. Because it is a better version for preservation, we recommend you upload a PDF/A file, but it is not required. For help converting your manuscript to PDF/A, please contact Student Digital Life.

Sample_PDF_for_Training.pdf 7.58 KB Delete

Upload Small Files

For PDFs 100MB or smaller, upload from your computer.

Add Primary PDF  Cancel upload

Upload Large Files

For PDFs 100MB or larger, we recommend uploading via your Emory Box account. You will be asked to log into Box. If you have a file larger than 2.5 GB, contact the ETD team at etd-help@LISTSERV.EMORY.EDU for help.

Upload via Box
Step 8. SUPPLEMENTAL FILES TAB.
Step 9. EMBARGOES TAB.

Step 10. REVIEW & SUBMIT TAB.
Step 10a. REVIEW YOUR SUBMISSION.
Step 10b. CHECK SUBMISSION AGREEMENT & SUBMIT MY ETD!!
Step 10c. COMPLETED Submission.
Step 11. VIEW Your Notifications.

The ETD System will send NOTIFICATIONS listing the activity related to your submitted record. For example, "deposit needs review," "awaiting approval," "requires changes, approved," etc."

Step 12. SAMPLE Notification if your School Approver "requests changes."
Step 13. MAKE REQUESTED CHANGES has multiple steps: 13a -13h. First click on the linked record identifier in your notification. This opens your ETD record.
Step 13a. After your record opens, click on "Edit."
Step 13b. Using the Tabs at the top, make the requested changes. In this case, the Approver has asked for an embargo of 2 years.
Step 13c. After you make your requested changes, select "Review and Submit" tab and click "Generate Preview" to review your changes.
Step 13d. After you review your changes, click "Submit My ETD."
Step 13e. If you made embargo changes, you will see this screen. Please select "No. I'll update it manually" (which you did :-)

![Image of the screen showing the option to apply changes to contents, with the choice "No. I'll update it manually" highlighted.](image-url)
Step 13f. The screen will change to the "Edit" page.
Step 13g. Scroll down to "Review and Approval" and click the link to expand the options.

Step 13h. Select "Request Review" under "Actions" add a comment to your School Approver, and click "Submit." (Notice that your Approver's previous comment is also captured here).
Step 14. Look for another "notification" displaying these actions and notifying your Approver that your record "needs review."

![User Notifications](image1)

Step 15. After your School Approver completes their final approval, you will receive another notification. (Notice that your record identifier has changed to a permanent URL. Approximately one month after graduation, your record will publish and be accessible.)

![User Notifications](image2)
Step 16. Any Questions?

See bottom of the ETD page for information.
Step 17."Contact Us" page expanded :-)
CONGRATULATIONS!! on your successful ETD submission
and your upcoming graduation!!