ProQuest Thesis/Dissertation Administrator

Instructions for the Major Advisor/Committee Chair of a thesis/dissertation

1. Notify your ProQuest Administrator of Graduate Studies (ccampbel@fgcu.edu) that a student plans to upload a thesis or dissertation through ProQuest.
2. The ProQuest Administrator will set you up with a ProQuest Administrator account.
3. You will receive an email from etdadministor@proquest.com welcoming you to ProQuest.
4. This email may go into your SPAM folder.
5. Locate the email and follow the link to ProQuest.
6. Sign In as an administrator using your username and your password.

An Electronic Thesis & Dissertation is called an ETD. When you log into ProQuest you will view a list of ETDS.

The ProQuest Administrator (ccampbel@fgcu.edu) will have assigned your student’s ETD to you.
7. Click on the **Title** of the ETD.

8. You will view the **ETD Details** such as their Keywords, Degree/Department Information, copyright or embargo selections and delayed release.

9. View the ETD. **If any modifications need to be made, contact the student.**

10. Click **View Checklist** on the left hand menu. **Completion of this checklist will generate an email to complete the student’s graduation checklist requirement.** This checklist also lets Graduate Studies know that they may submit the ETD for publishing.
11. Complete the Checklist and Save Changes.

**Checklist:**

- The thesis/dissertation was approved by all committee members
  - Note: [Input field]

- The thesis/dissertation meets the formatting requirements of our discipline
  - Note: [Input field]

- We approve the submission of this thesis/dissertation through ProQuest UMI
  - Note: [Input field]

[Save Changes]

12. Now you may **Register a Decision** which will notify both the student and the ProQuest Administrator of Graduate Studies that their submission has been accepted. **Note:** completion of the checklist must occur first.

**Register Decision**

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

An email message will be provided for you to modify as needed.

1. **Select Decision**
   - Decision: [Dropdown]

   **Note:** A decision of "Accept" can not be registered because the checklist is not complete. To complete it, go to [View checklist].

2. **Email decision letter**
   - To: [Options]
     - Student
     - Administrators

   [Reset to Default]

   - Subject: [Input]
   - Message: [Input]

13. **Register a Decision** of Accept. An email will be sent to you, the ProQuest Administrator of Graduate Studies and the student. Forward the email to your department chair.
14. You are done, you may now log out of ProQuest. The ProQuest Administrator of Graduate Studies will submit the ETD for publishing in 5 – 10 business days.