ETD Administrator Site Guidance

Overview

There are two major sections in the Mercer University (MU) ETD Administrator Site:

- **My ETDs** – step-by-step ETD submission instructions
- **Resources & Guidelines** – information such as format guidelines; copyright issues; creating PDFs; copyright and open access questions

Activate your account

To get started, you must activate your account in the MU ETD Administrator Site. You are encouraged to do so well before you submit your thesis or dissertation so you can become familiar with the MU ETD Administrator Site.

1. Go to the Mercer ETD Administrator Site
2. Select "Submit my dissertation/thesis" under "Ready to begin?"
3. Select "Create an Account" under "New user?"
4. Fill in the required fields and select the "Sign Up" button
5. Check for an email message from "UMI ETD Administrator <etdadministrator@proquest.com>" with the subject line "UMI ETD Administrator: Account Confirmation for [your name]"
   Troubleshooting:
   > If the email message is not in your inbox, it may have been blocked or filtered into your spam or junk email box. If it is not in one of these locations, you can try to login to re-send the email message but first make sure your account is set-up to accept email messages from the domain@proquest.com. If you need further technical assistance retrieving the email message, please call ProQuest at 1.877.408.5027 – available 9:00 a.m. – 6:00 p.m. EST, Monday through Friday (excluding U.S. holidays).
6. The email message includes a link to activate your account. Select the link to confirm your account. You should be taken to Instructions under the My ETDs section.

Submit your thesis/dissertation

1. Go to the Mercer University ETD Administrator Site.
2. Select "Submit my dissertation/thesis" under "Ready to begin?"
3. Login with your username and password.
4. Read the Instructions under the My ETDs section.
5. Begin the submission process. Submission steps are outlined in the left-hand column.

ProQuest Dissertation Publishing

In submitting your thesis/dissertation, you are required to complete the ProQuest publishing agreement in the online submission tool. All fees related to publishing or

personal copies must be paid at the time of submission. The agreement gives ProQuest specific rights to publish the Abstract in the ProQuest Dissertations and Theses database. The agreement further allows ProQuest to distribute copies of the dissertation in microfilm, paper, and digital forms, pursuant to any embargo. The ProQuest publishing agreement is non-exclusive and in no way prohibits the author from making any disposition of other manuscript copies, nor does it prohibit the author from publishing the dissertation at any time. For more information about ProQuest services, visit http://www.proquest.com/en-US/products/dissertations/.

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