

ProQuest Thesis/Dissertation Administrator

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

1. Notify your ProQuest Administrator of Graduate Studies (sacosta@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 etdadministrator@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.

UMI ETD ADMINISTRATOR

Administrators: [Sign in](#)
Students: [Submit](#) [Revise](#)

FLORIDA GULF COAST UNIVERSITY

Home Support & Training Resources & Guidelines Submitting Your Dissertation/Thesis About ETD Administrator

Publishing your dissertation/thesis at Florida Gulf Coast University

Campus Resources & Guidelines for Florida Gulf Coast University

This is the place where you can come to learn how your campus can assist you with your dissertation/thesis needs - from links to the campus writing center to important information about deadlines.

▶ [Campus Resources](#)
Learn more about your institution's guidelines & resources.

Preparing to submit your dissertation or thesis

Are you working toward submission of your dissertation or thesis? Obtain the information you need to ensure it's published the way you want it to look.

▶ [Publishing Guides](#)
View instructions and guides to help you prepare your manuscript.

About ProQuest/UMI Dissertation Publishing

[ProQuest/UMI Dissertation Publishing](#) is the world's only comprehensive service for publishing, archiving, and disseminating graduate research. By publishing with ProQuest/UMI, you ensure your dissertation or thesis gains the widest possible audience.

Ready to begin?

▶ [Submit my dissertation/thesis](#)

▶ [View/revise existing submission](#)

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

The ProQuest Administrator (sacosta@fgcu.edu) will have assigned your student's ETD to you.

7. Click on the **Title** of the ETD.

Results 1 - 5 of 5

ID▲	Student	Title	Last Event	Administrator	Date Submitted
10019	Young, Ryan	Ecological Indicators of Resto...	Administrator assigned	Campbell, Caroline	2013-11-27
10021	Norden, Sara	How the Internet has Changed L...	Administrator assigned	Walsh-Haney, Heather	2013-12-28
10023	Lechowicz, Christopher J.	Aspects of the Population Dyna...	Scheduled for Delivery	Campbell, Caroline	2013-12-23
10026	Talbott, Jeffrey Woodward	Determining Improved Water Qua...	Submitted	assign	2013-12-15
10028	Evans, Betsy	Dynamics of a problematic vult...	Scheduled for Delivery	Campbell, Caroline	2014-01-08

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.**

Manage this ETD:

- [View ETD details](#)
- [Assign administrator](#)
- [Add notes](#)
- [Edit tags](#)
- [Save XML file](#)
- [View checklist](#)
- Decisions:**
- [Register decision](#)
- [View decisions](#)
- Revisions/Changes:**
- [Revise details](#)
- [Revise PDF](#)
- [Revise supplemental files](#)
- [Revise administrative documents](#)
- [Revise PQ publishing options](#)
- [View revision history](#)
- [View history](#)
- [View order](#)
- Delivery:**
- [Deliver to ProQuest/UMI](#)
- Withdraw:**
- [Withdraw this submission](#)

ETD Details:

Title: Ecological Indicators of Restoration Success: Fish Community Distribution, Composition, and Sampling Strategies withing the Picalyune Strand Restoration Project
 ID: 10019
 Author(s): Ryan Young

Student Notes to Administrator:

Publishing Settings & Copyright
 Traditional Publishing: [View agreement](#)
 Delayed Release (ProQuest): 1 year (Note: Please notify me via email prior to the release of my work.)
 Allow search engine access.
 Do not file for copyright - I am requesting that ProQuest/UMI not file for copyright on my behalf.

Institutional Repository (IR) Publishing Options
 Include in institutional repository: Yes
 Delayed Release (IR): Do not delay release to Institutional Repository

PDF and Supplementary Files
[PDF](#) (3.6 MB) [View ETD](#)
 -- No supplemental files provided --

Degree/Department Information
 Year degree awarded: 2013
 Degree Awarded: Master of Science
 Year Manuscript Completed: 2013
 Department: Environmental Science
 Advisor/Supervisor/Committee Chair: Edwin M Everham, David W Ceillely
 Committee Members: Michael Duever

Subject Categories
 Environmental science [0768] - primary
 Ecology [0329]
 Biology [0306]

Keywords
 Bioindicators
 Fish
 Florida
 hydrology
 Restoration
 sheet flow

Locked

Administrator: Caroline Campbell
 Last event: Administrator assigned
 Status: Ready for Checklist

My Tags:

Admin notes:
[View all admin notes](#)

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:

The thesis/dissertation meets the formatting requirements of our discipline
Note:

We approve the submission of this thesis/dissertation through ProQuest UMI
Note:

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:

Note: A decision of "Accept" can not be registered because the checklist is not complete. To complete it [View checklist](#)

2 Email decision letter
To: Student
 Administrators
[Reset to Default](#)

Subject:

Message:

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.