

# HOW TO CREATE YOUR PROQUEST ACCOUNT

Go to ProQuest at <http://www.etsadmin.com/cgi-bin/home>

Select the orange **Sign Up** button to get started.

The screenshot shows the ProQuest ETD Administrator website. At the top left is the ProQuest ETD ADMINISTRATOR logo. To the right is a 'Log in' link. Below the logo is a navigation bar with links: Home, Support & Training, Resources & Guidelines, Submitting Your Dissertation/Thesis, and About ETD Administrator. The main heading reads 'Make your thesis or dissertation available to the research community with ProQuest ETD Administrator'. Below this, a section titled 'Here's why:' lists three bullet points: 'It's easy', 'Submissions, revisions, re-submissions, and approvals with your administrator, online', and 'Your work deposited, as applicable, into your institution's repository'. Another section titled 'Here's the workflow:' shows a five-step process: 1. Submit (You), 2. Review (Your institutional administrator), 3. Revise & Approve (You and your administrator), 4. Deliver (Your administrator, to ProQuest), and 5. Done (Your work is now on ProQuest!). In the center, there is a prominent orange button that says 'Sign up and get started today!'. Below it is a link for 'Already signed up? Log in'. At the bottom, there are links for 'Institutional Administrators—Learn more | Explore our demo site', 'Contact us | About ProQuest Dissertation Publishing', and '© 2010 ProQuest LLC. All rights reserved.' with the ProQuest logo. A green callout box with a border points to the orange button and contains the text 'Click here to begin account set up'.

[Submitting your dissertation/thesis](#) > Select your institution

### Submit your dissertation/thesis: Select your institution

Online submissions of dissertations and theses are accepted at this site for the following institutions. Please select your institution to continue your submission.

If you have any questions, please [contact Dissertations & Theses Support](#).

#### Select your institution

Jump to:

Select United States and Go

#### Bosnia and Herzegovina

- ▶ [University of Sarajevo, School of Economics and Business](#)

#### China

- ▶ [The Hong Kong Institute of Education](#)

#### Czech Republic

- ▶ [International Baptist Theological Seminary](#)
- ▶ [Clark University](#)
- ▶ [Clarkson University](#)
- ▶ [Clemson University](#)
- ▶ [Coastal Carolina University](#)
- ▶ [College of Charleston, South Carolina-The Graduate School](#)
- ▶ [College of Medicine, Mayo Clinic](#)
- ▶ [College of Saint Elizabeth](#)
- ▶ [College of Saint Mary-Graduate Studies](#)
- ▶ [College of St. Scholastica](#)
- ▶ [College of William and Mary - Arts & Sciences](#)
- ▶ [College of William and Mary - School of Education](#)
- ▶ [Colorado School of Mines](#)
- ▶ [Colorado State University](#)
- ▶ [Colorado Technical University](#)
- ▶ [Columbia International University](#)
- ▶ [Columbia University](#)
- ▶ [Columbia University, Mailman School of Public Health](#)
- ▶ [Concordia University - Portland](#)

Select WM School of Education

# After you have selected College of William and Mary – School of Education, create your username and password for ProQuest.

## Welcome to the College of William and Mary - School of Education Site

ETD Administrator lets graduate students submit their completed dissertation/thesis to ProQuest Dissertation Publishing for publishing. There are several steps in the submission process, which ETD Adr

Create the account including your name, email, and create your username and password – you will get an email to confirm your account

### Create new student account [Log in](#)

\* Required

**Email address \***

**Confirm email address \***

**First name \***

**Middle name**

**Last name \***

**Institution \***  
College of William and Mary - School of Education

**Country of citizenship**

**Username \***

At least 4 characters: letters A–Z; digits 1–9; underscore, period, hyphen, apostrophe, or @.  
Cannot contain spaces, or begin with @, or match your password. Not case sensitive.

**Password \***

At least 4 characters. Cannot start with @, end with %, or match your username.

**Re-enter password \***

Your account has been created! Please check your email and click the link to confirm your account.

An email confirmation has been sent to the email address that you entered in the sign-up form: [dsoebo@wm.edu](mailto:dsoebo@wm.edu)

Before you can log into your account, you will need to confirm your account by clicking the link provided in the email. This will ensure that we are sending information to the right place.

If you have any questions, please [contact Customer Service](#).

# Sample Confirmation email – click the link to confirm your email address. Once you click the link, ProQuest will set up your account.



MON 2/27/2018 4:02 PM

ProQuest ETD Administrator <etdadministrator@proquest.com>

ProQuest ETD Administrator Account Confirmation for Dorothy Osborne

To Osborne, Dorothy S

Action Items

+ Get more

Thank you for creating your account with ProQuest ETD Administrator. You can use this account to submit dissertations/theses, or to access other products and services from ProQuest, including Community of Scholars Expertise Profiles and CSA MyResearch.

Please [confirm your account](#) to continue.

If you experience problems clicking the link above, copy the URL below and paste it into your browser:

<http://www.etdadmin.com/cgi-bin/activateacct?accountId=1971363;siteId=704;tool=student>

Still having trouble logging in? Please email us at [etdsupport@proquest.com](mailto:etdsupport@proquest.com)

Regards,  
ProQuest ETD Administrator

<http://www.etdadmin.com>

[http://www.proquest.com/products\\_umi/dissertations](http://www.proquest.com/products_umi/dissertations)

Please do not reply to this email. It is an unattended mailbox. [Dissertations & Theses Support \(http://www.etdadmin.com/cgi-bin/techsupport?category=login;siteId=704\)](http://www.etdadmin.com/cgi-bin/techsupport?category=login;siteId=704)

## Log in with the username and password that you created in the earlier step.



ETD Administrator @ College of William and Mary - School of Education

**Log in**

Username

Password [Forgot?](#)

Username or password incorrect. Please try again.

[Create new student account](#)

[College of William and Mary - School of Education](#)

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# And you are ready to get started on the dissertation submission process!

## Submission steps

### Publishing information:

- Instructions
- PQ publishing options
- ProQuest agreement
- University agreement
- Creative Commons
- Contact information

### About my dissertation/thesis:

- Dissertation/Thesis details
- PDF
- Supplemental files (optional)
- Notes (optional)

### Submission & payment:

- Register U.S. Copyright
- Order copies
- Shipping address
- Submit

## Welcome to the ETD Administrator @ College of William and Mary - School of Education

Start the process of publishing to ProQuest Dissertations Publishing by submitting your completed dissertation/thesis using ETD Administrator.

You will be entering information about your dissertation/thesis, uploading a copy of your work, and ordering printed copies (if desired). Your submission will be reviewed by staff at your school before they deliver it to ProQuest.

Note: If you need to finish your submission later (for instance, if you need to update your PDF file before uploading it), you can save your information and come back later to finish. No information will be lost.

### Some items to have on hand:

- A PDF copy of your dissertation/thesis. This must be a single file. If your manuscript is in Word or RTF format, we can convert it into a PDF.
- Abstract
- Optional Supplementary files (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text.
- Advisor and other Committee Members' Names
- Subject Categories - 1 - 3 that best describe your dissertation/thesis' subject area. ([Subject Category list](#))

1. If you haven't done so already, submit your [Dissertation Proposal Form](#) to the School of Education Registrar, in the SOE's Office of Academic Programs.
2. Once your dissertation is in its final stage, obtain names of approved reviewers from your dissertation chair. The reviewer will check your dissertation for physical standards, i.e. approved formatting. *It is your responsibility to make sure your dissertation has been reviewed for formatting.*
3. Set up your dissertation defense date.
4. Defend your dissertation by the [deadline](#) (see <http://education.wm.edu/academics/graduation/index.php>)
5. Submit the [Dissertation Defense Verification Form](#) <http://education.wm.edu/documents/doctoral/dissertationverification.pdf> to the School of Education Registrar, in the Office of Academic Programs. Keep a copy of the signed form, as you will also need to upload this form to ProQuest.