

- Follow this link to the [ProQuest ETD Database](#).
- Click the "Login" tab and choose "Administrator."
- Then, enter your log in credentials or choose "Forgot your password?" if you need to reset your login credentials.

The image shows a screenshot of the ProQuest ETD Database administrator interface. The main page displays the URL <http://www.etcadmin.com> and the text "STOCKTON UNIVERSITY ADMINISTRATOR". A red circle highlights the "Log in" button in the top right corner. Below the main content, there are sections for "At Stockton University" and a list of steps: "4. Deliver Your administrator, to ProQuest", "5. Done Your work is now on ProQuest!", and "1. Submit You".

An inset window shows a "Log in" form with the following fields and options:

- Log in**
- Username Required**
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- Password**
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- [Forgot your password?](#)

A red arrow points from the "Log in" button in the main interface to the "Forgot your password?" link in the inset form.

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- If you feel items in the ETD Details need to be revised, you can revise them or send them back to the student to revise.
- To revise the student, use the navigation bar on the left and choose "Revise details." Then revise the details as needed.

The image shows a screenshot of a web application interface for managing an ETD. On the left is a vertical sidebar titled "Manage this ETD" with several menu items: "View ETD details", "Assign administrator", "Add notes", "Edit tags", "View XML", "View checklist", "Decisions:", "Register decision", "View decisions", "Revisions/Changes:", "Revise details", and "Deliver to ProQuest". The "Revise details" option is circled in red. A red arrow points from this option to the main content area, which is a form titled "Revise ETD details using the form below and save your changes". The form contains several input fields: "ETD Details:", "First name \*:" (with "Test" entered), "Middle name:" (empty), "Last name \*:" (with "Test" entered), "Title (as displayed in your dissertation/thesis) \*:" (with "Test" entered), and a large text area for the abstract (with "Test" entered). Below the abstract is a warning: "Do not include personal information in your abstract." At the bottom of the form are several dropdown menus: "Year Manuscript Completed \*:" (set to "2023"), "Arts" (selected), "Degree Awarded \*:" (set to "Master of"), "Department \*:" (set to "American"), "Primary Subject Category \*:" (set to "American history [0337]"), and "Additional Subject Categories:" (with "select" and "select" options). A text box at the bottom left of the form contains the text: "You can revise all details, including addition or removal of relevant keywords".



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- Once the Checklist is complete, click on the "Register decision" tab on the left side navigation bar.
  - In the first section, choose "Accept" as your decision. Then, click the blue "Register decision" button to submit.

- Once the submission is accepted, you will notice on your homepage that the status of the submission is now "Ready for Delivery."



