

Instructions for Submitting Your Thesis/Dissertation/Synthesis Project to ProQuest/UMI ETD Administrator

Once the Graduate School notifies you that you are "ready to print final copies," follow the steps here.

- 1) Go to www.etdadmin.com/louisiana. Click on "Submit my Thesis/Dissertation" in the "Ready to Begin" box in the center of the page OR click on "Submit" next to Students in the top right corner.
- 2) Create an account. Follow instructions there. You may need to check your spam or junk mail for the confirmation email from ProQuest/UMI.
- 3) Go back to www.etdadmin.com/louisiana. Log in using the account information you set in Step 2.
- 4) Read the "Before You Begin Bullets" AND the "Additional Instructions Specific to UL Lafayette Students" in the gray box.
- 5) If needed, convert your thesis/dissertation using the PDF Converter Tool. This can take 5 to 20 minutes. Be sure to embed your fonts, as instructed. You will receive an email confirming your PDF is ready. View your PDF and save it to your computer/exrt your

search results for your thesis/dissertation. Consult your advisor if you need assistance with selection of your subject or keywords.

vi. _____ - The field for the abstract is text only. If your abstract has more than one