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Getting Started

1. Submit all required thesis forms to the Faculty of Graduate Studies and successfully submit to the Vault.
 - a. Forms can be downloaded here: <https://grad.ucalgary.ca/current/thesis/ethesis>.
2. Ensure you have received an email from digitize@ucalgary.ca confirming the approval and archiving of your thesis.

Creating Your Account

3. Go to www.grad.ucalgary.ca > Current Students > Thesis > Electronic Thesis Submission & Forms.
 - a. Click the ProQuest link to start your submission

4. Submitting your thesis to ProQuest (optional)

UCalgary's collaboration with ProQuest offers the ability to submit your thesis online. [Click here](#) to start your submission.

You can read more about ProQuest and its theses repository here:

- [About ProQuest](#)
- [ProQuest Dissertations & Theses Global](#)

Technical issues: If you have any problems with your submission, please contact the [ProQuest Support Centre](#).

4. Create new student account.

Log in

Username

Password

[Forgot your password?](#)

[Create new student account](#)



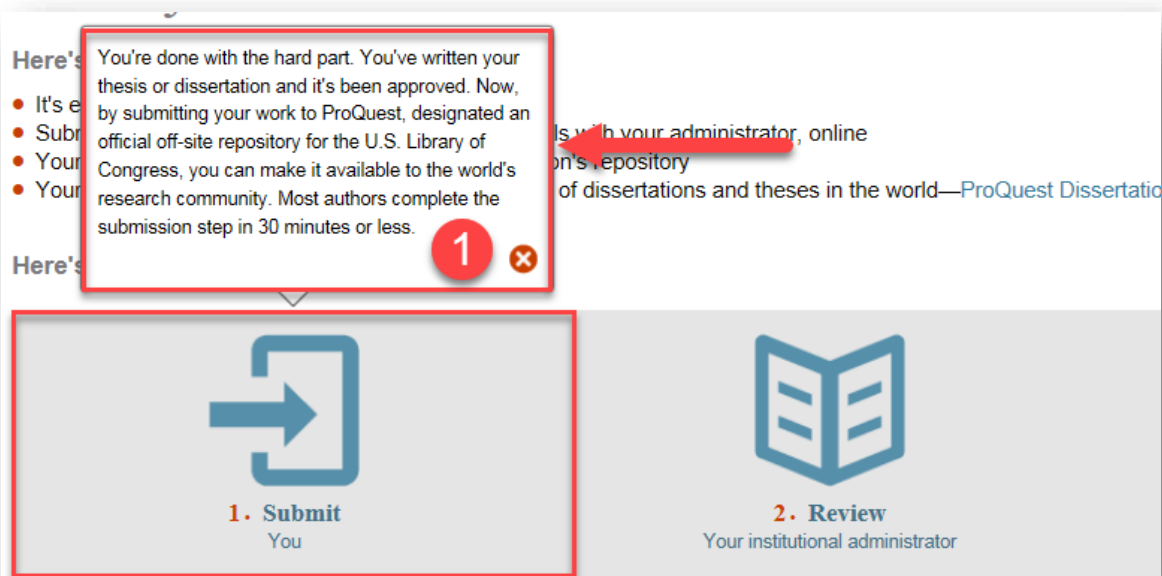
- a. Enter info in all fields then click “Create”.

A screenshot of the ProQuest 'Create new student account' form. The form is titled 'Create new student account' in bold black text. In the top right corner, there is a 'Log in' link in orange. Below the title, a red note states 'All fields required'. The form contains several input fields, each preceded by a red circle with a white number: 1. 'Email address as username' (text input). 2. 'Confirm email address as username' (text input). 3. 'Password' (text input) with a note below it: 'At least 8 characters, must include: 1 uppercase character; 1 numeric digit (0 to 9); 1 special character such as # or \$.' 4. 'Confirm password' (text input). 5. 'First name' (text input). 6. 'Last name' (text input). 7. A red circle with the number 7 and a red arrow pointing to a blue 'Create' button at the bottom right of the form.

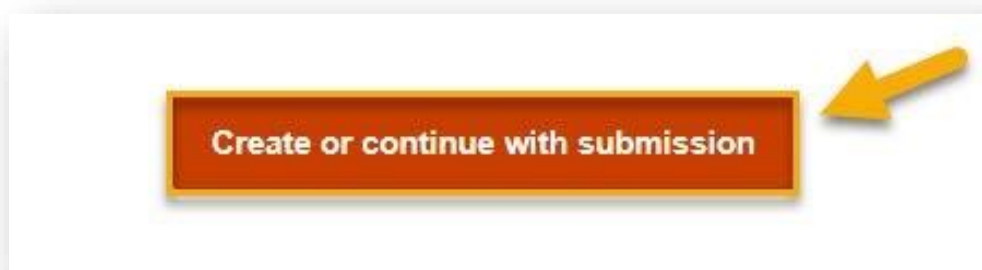
- b. You will receive an email from etdadministrator@proquest.com. Follow the instructions in this email to confirm your account.
- c. Log back into the ProQuest site to start your submission.

Submitting Your Thesis

5. Review your Home Page.
 - a. Click on each step on **Workflow** before creating a submission.



6. Once you have read the Workflow, click **“Create or continue with submission”**.



7. Select **“University of Calgary”** as your institution.

- a. If University of Calgary is not the top option, press **Ctrl + F** on your keyboard and search **“University of Calgary”** as it may appear under the United States.

**Submit your thesis: Select your Canadian institution**

Online submissions are accepted on this site for the following institutions. Please select your institution to continue your submission. If your institution is not in Canada, go to the non-Canadian version of the [ProQuest ETD Administrator](#) site.

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

Select your institution

Jump to:

▶ [University of Calgary](#)



8. Ensure you have the following on hand, then click continue. Note that you do not require your thesis document for the ProQuest submission process. ProQuest will harvest your thesis from the Vault when it becomes available.

Welcome to the ETD Administrator @ University of Calgary

The ETD Administrator lets graduate students submit their completed thesis to ProQuest Dissertation I

- The abstract of your work.
- The names of your advisor and all committee members.
- 1 to 3 selections from our list of [Subject Categories](#) that best describe your work.



9. Ensure you read ProQuest's **Publishing Guidelines** (1) and **Traditional Publishing Agreement** (2).



Publishing Options

Select the publishing options below that best fit your interests and scholarly publishing obligations. Required

For assistance, consult your graduate school, and read our [Publishing Guides](#).

1

Traditional Publishing

[View agreement](#)

2

- I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work.
- I understand that I must maintain a current mailing address with ProQuest in order to be eligible to receive royalties.
- I understand that ProQuest does not charge a fee for Traditional Publishing.
- I understand that my work will be available through [ProQuest Dissertations & Theses](#), [iParadigms](#) and

10. Select a Publishing Option.

Select Publishing Options

I want major search engines (e.g. Google, Yahoo) to discover my work through ProQuest. * [Learn more](#)

☒ Yes

☐ No

11. Thesis Access Options

- If you select "Yes", ProQuest will harvest your thesis once it becomes available on the Vault.

Delaying release in ProQuest

I want my work to be available in ProQuest as soon as it is published. *

☒ Yes

☐ No - I have patents pending, or another reason why I need to delay access to the full text of my work.

[Save & Continue](#)



- b. If you select “No – I have patents pending, or another reason why I need to delay access to the full text of my work.”, ProQuest will delay the release of your thesis by period of time in addition to any withhold that has been approved by the University of Calgary.
- i. Select your delay to release term ii.
Select reason for delaying release

I want my work to be available in ProQuest as soon as it is published. *

☐ Yes

☒ No - I have patents pending, or another reason why I need to delay access to the full text of my work. 1

How long would you like to delay the release to ProQuest? * (more info)

☐ 6 months ☐ 1 year ☒ 2 years 2

Note to administrator (optional): 200 characters

[Clear](#)

Reason for delaying release to ProQuest: * 3

Select

- Publication pending with another publisher
- Patent pending
- Material under another copyright is contained in the work
- Sensitive material is included
- Deferred degree date
- Other

12. Read ProQuest Distribution Agreement (Canada)

- a. Click “Accept”. This essentially means you allow ProQuest to extract your thesis from The Vault and make it available through ProQuest.
- b. If you “Decline”, you will not be able to submit your Thesis to ProQuest.


ProQuest Distribution Agreement (Canada)

This Agreement is between the author (Author) and ProQuest LLC, through its ProQuest Dissertation Distribution business (formerly ProQuest). Under this Agreement, Author grants ProQuest certain rights to preserve, archive and distribute the thesis (the Work), abstract, and index terms provided by Author to ProQuest.

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Publishing Fees. Author shall remit any publishing fees as appropriate for the publishing method as specified by Author's degree-granting institution.

Delivery of the Work. Author shall provide to ProQuest the Work and all necessary supporting documents during the online submission process, according to the Instructions found in "Preparing Your Manuscript for Publication" found in the Resources and Guidelines tab.

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Acknowledgement: I have read, understand and agree to this ProQuest Agreement, including all rights and restrictions included within the publishing option that I have chosen.

13. Enter your **contact information** in the required fields.

14. Thesis Details

- Ensure the title you enter is the **exact** title as the approved on your Thesis Approval Page.

15. Submission & Payment

- Ordering Copies
 - You have the option of ordering your submitted thesis in a Hardcover or Softcover in various sizes. Prices displayed are in USD.
 - If you do not want to order copies, click "Decline – do not order".
- Submitting your thesis
 - Review your submission summary.
 - Ensure all information is correct.
 - Click "Submit Thesis"

**Pay for your order: Review submission summary**

Your work is ready for submission to your institution for review.

1. Verify the details of your work as shown below.
2. If necessary, use the **Change** links to update corresponding details.
3. Click **Submit Thesis**.

**Submission Summary:**

If changes are needed, you can make them using the links provided.

Thesis Details:[Change](#)

Degree:



Primary Language:

English

Title:

FGS THESIS TITLE

Abstract:

FGS THESIS ABSTRACT

Subject Categories:



Keywords:

Publishing Options:[Change](#)

Do not delay release to ProQuest
Allow search engine access.

Submit Thesis