Logging in to ETD

1. Navigate to: http://etd.csun.edu.
2. Enter your CSUN ID and password (see Figure 1).
3. Click the "Login" button.

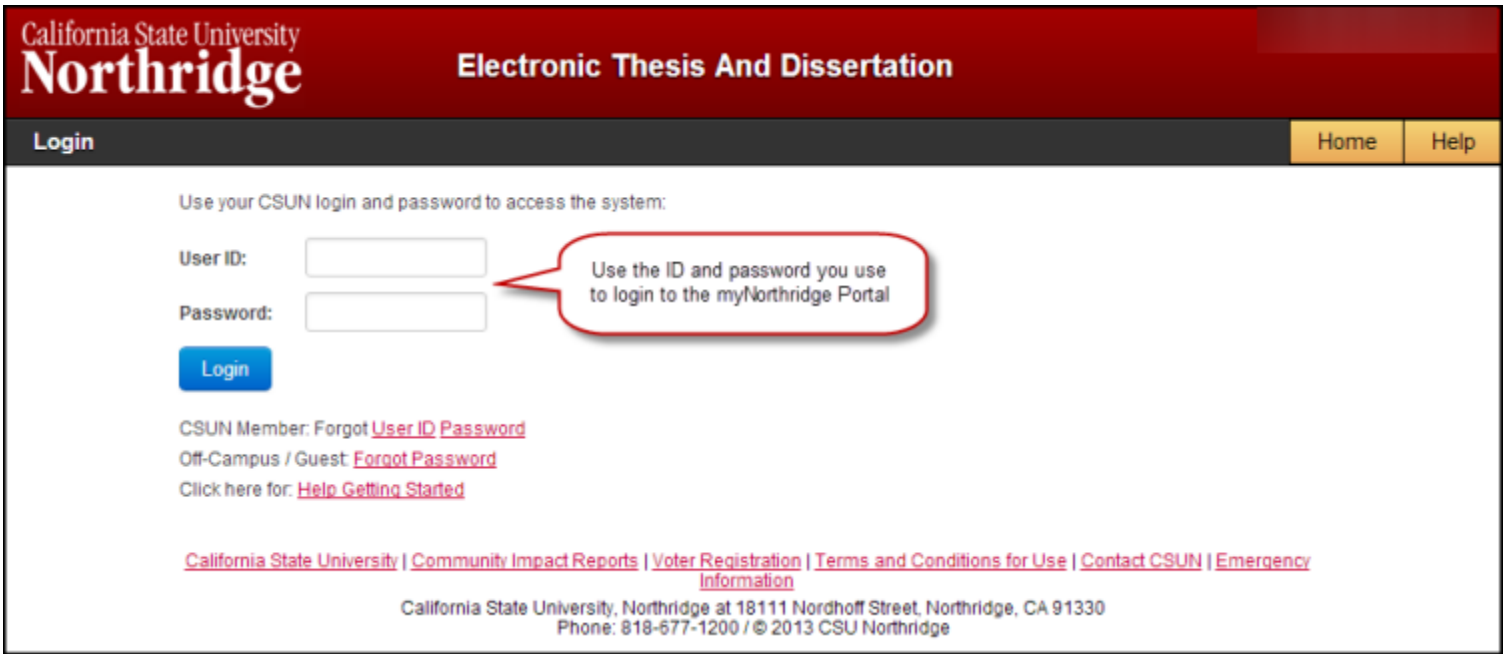

Figure 1

Registering with ETD

The first time you login, you will be prompted to register.

1. Click the "Register Here" link (see Figure 2).

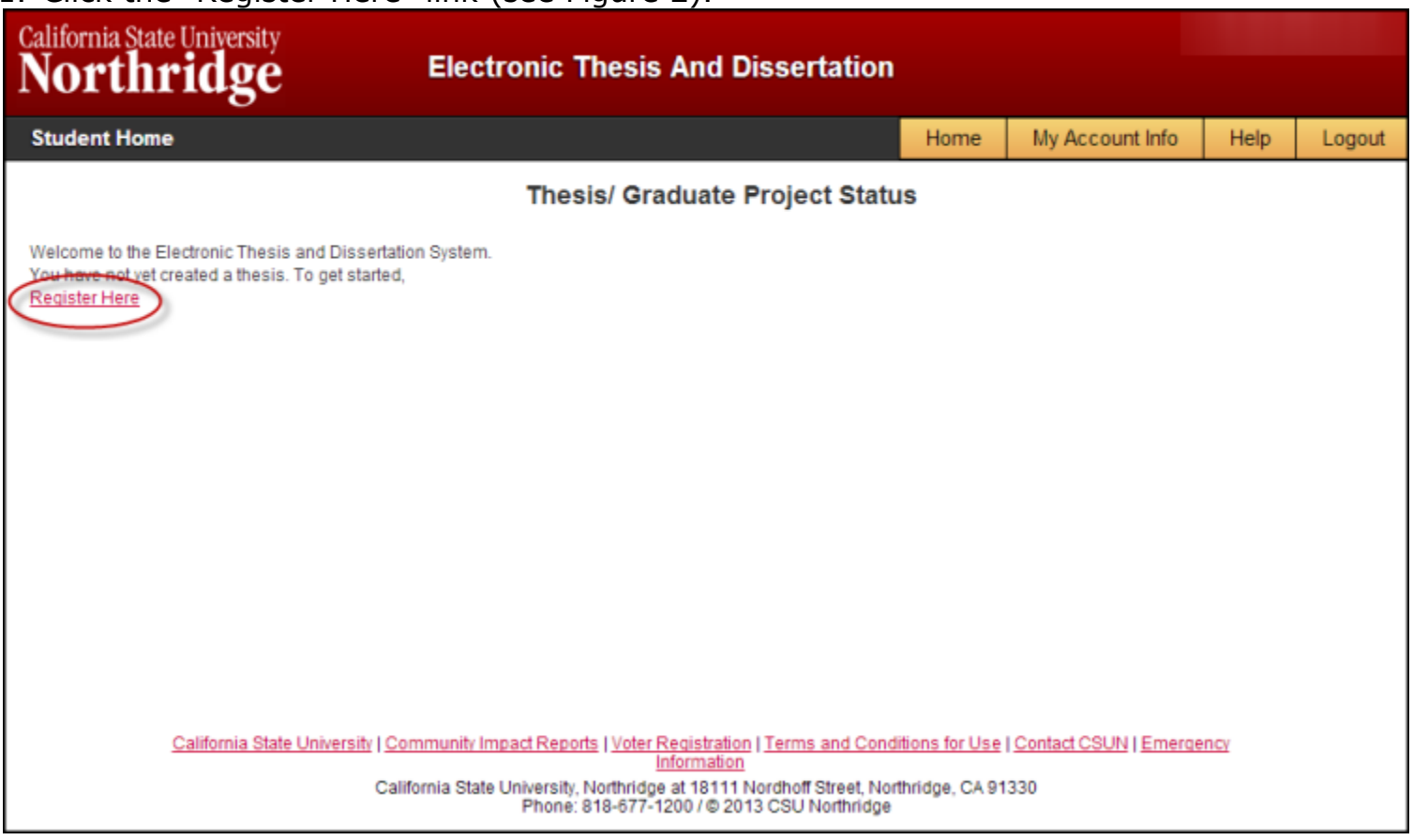

Figure 2

2. Complete the "Student Information" form with the appropriate information (See Figure 3).

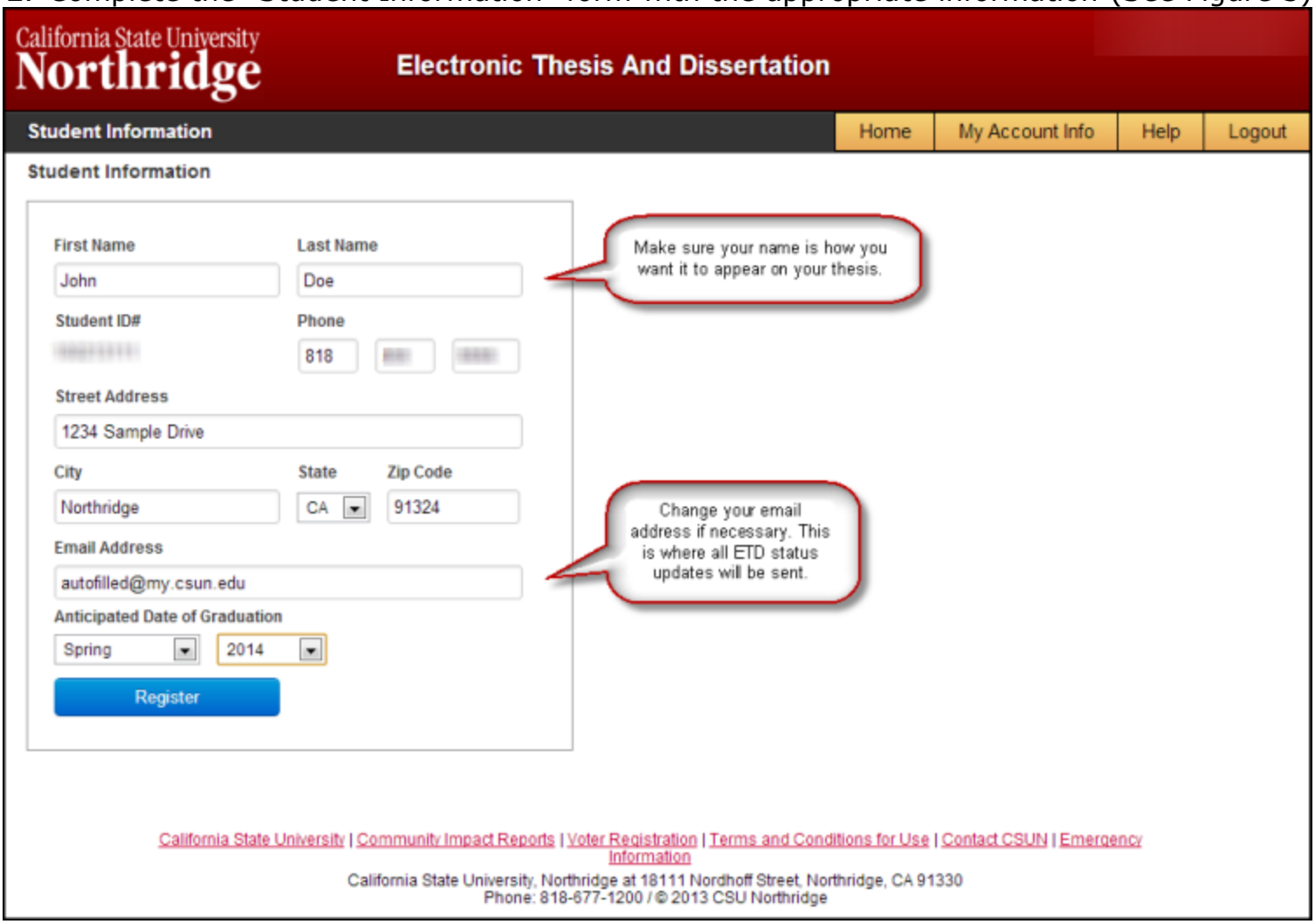

Figure 3

Completing the Planning Form

1. On your Home Page, click the "Complete Planning Form" link (See Figure 4).

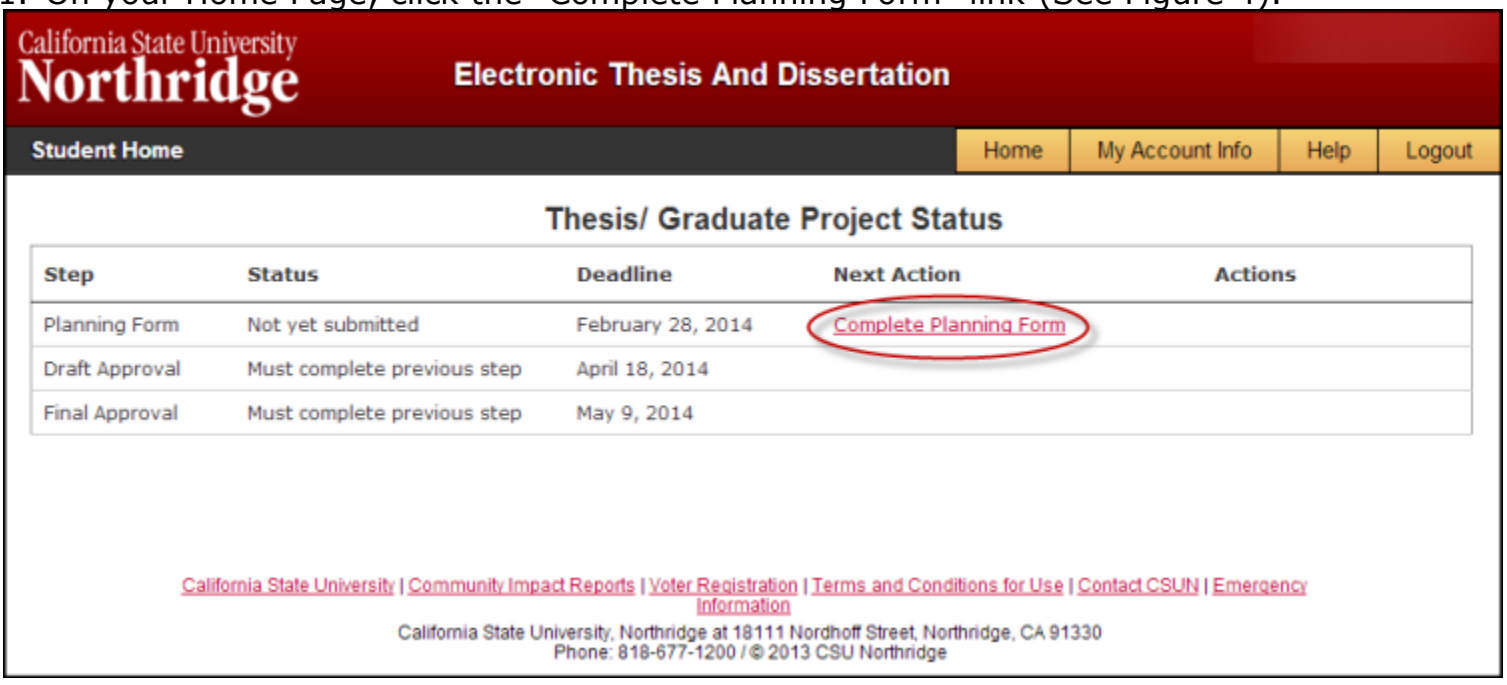

Figure 4

2. Click the "Enter Information" button in the "Topic Information" box (See Figure 5).

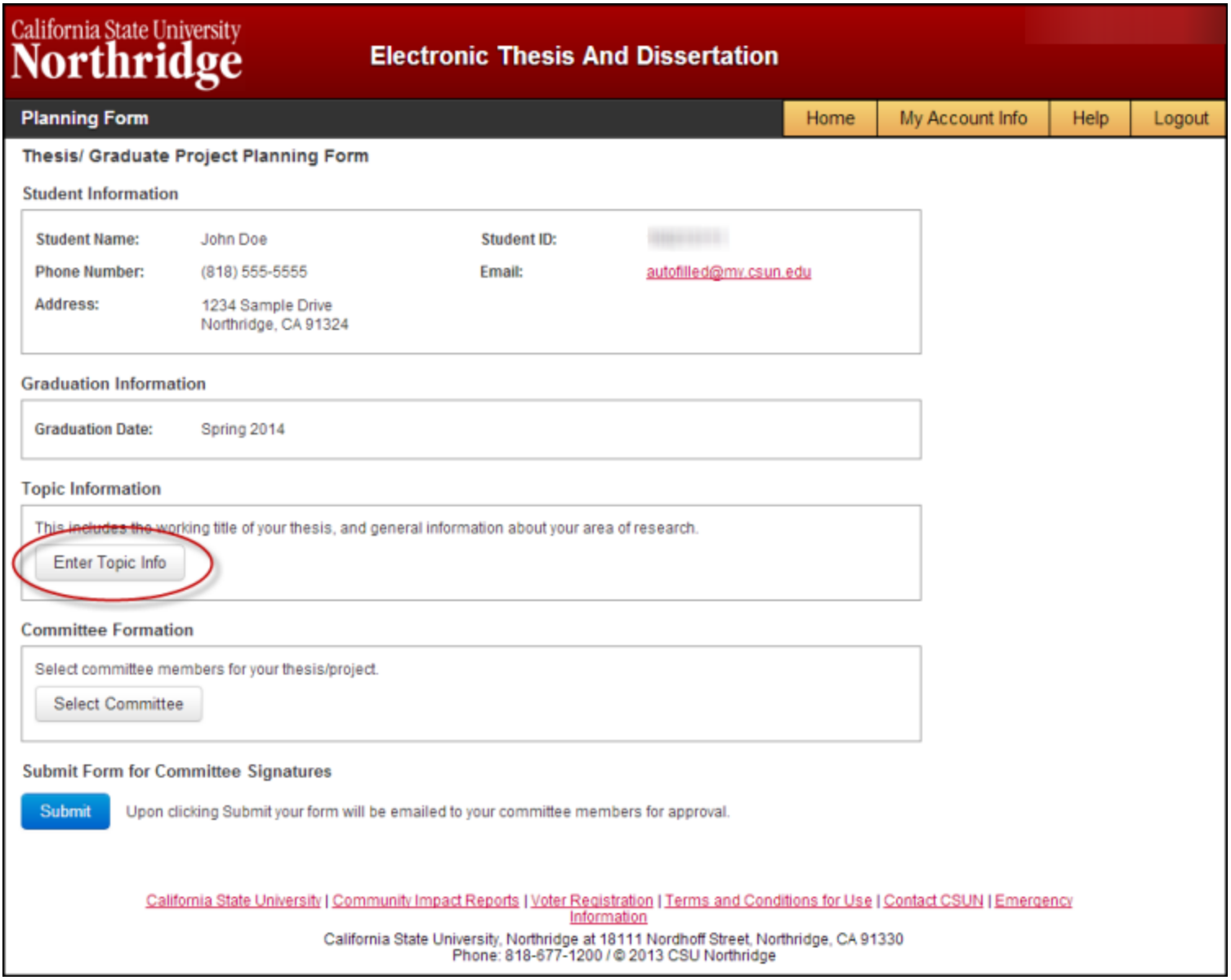

Figure 5

3. In the dialog box that appears, enter the relevant information and click the "Submit" button (see Figure 6).

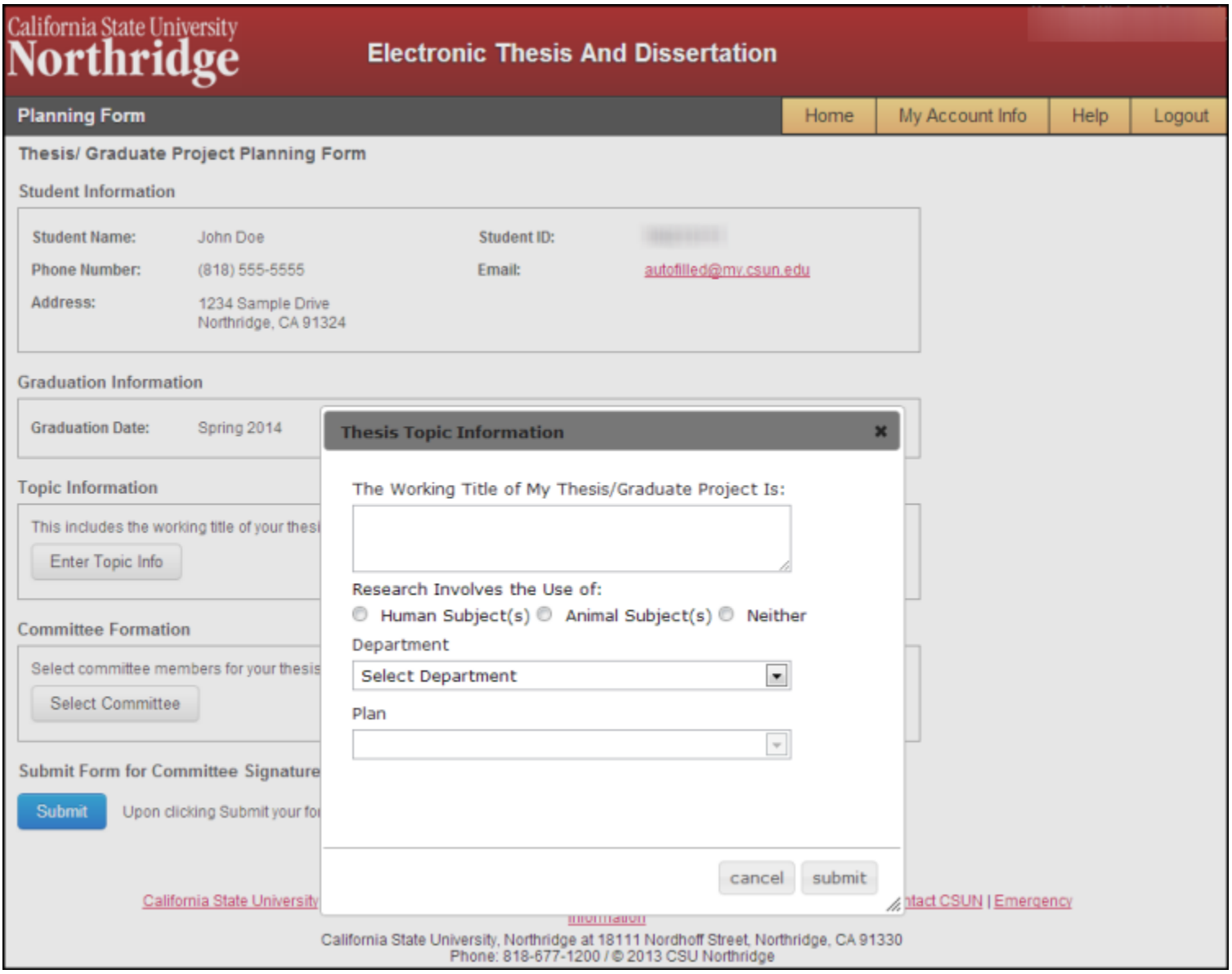

Figure 6

4. Your topic information now appears on the form.
5. Click the "Select Committee" button in the "Committee Formation" box (See Figure 7).

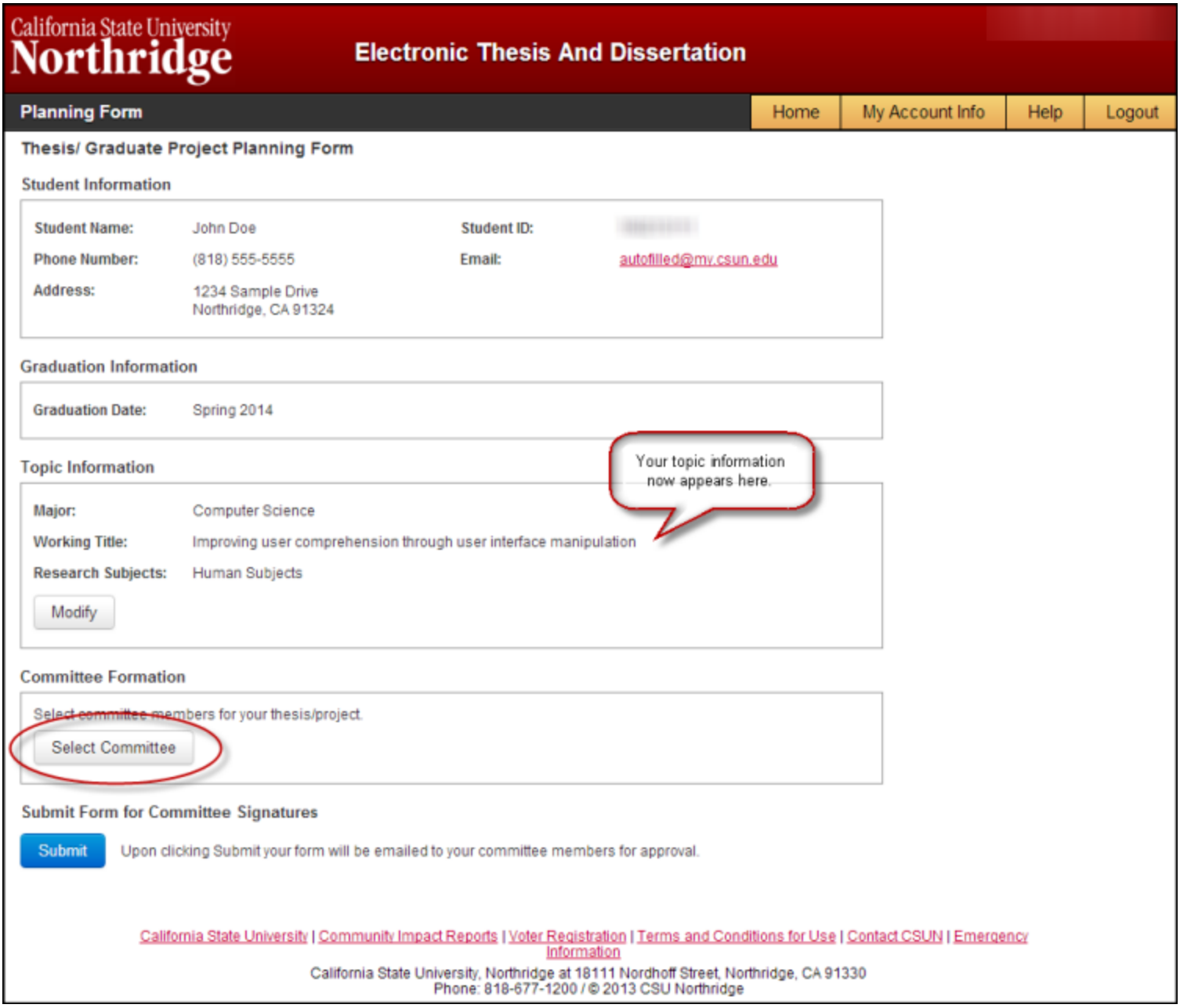

Figure 7

6. In the dialog box that appears, select the department for your committee chair.
7. Select your chair's name from the list of faculty names that appears below the department.

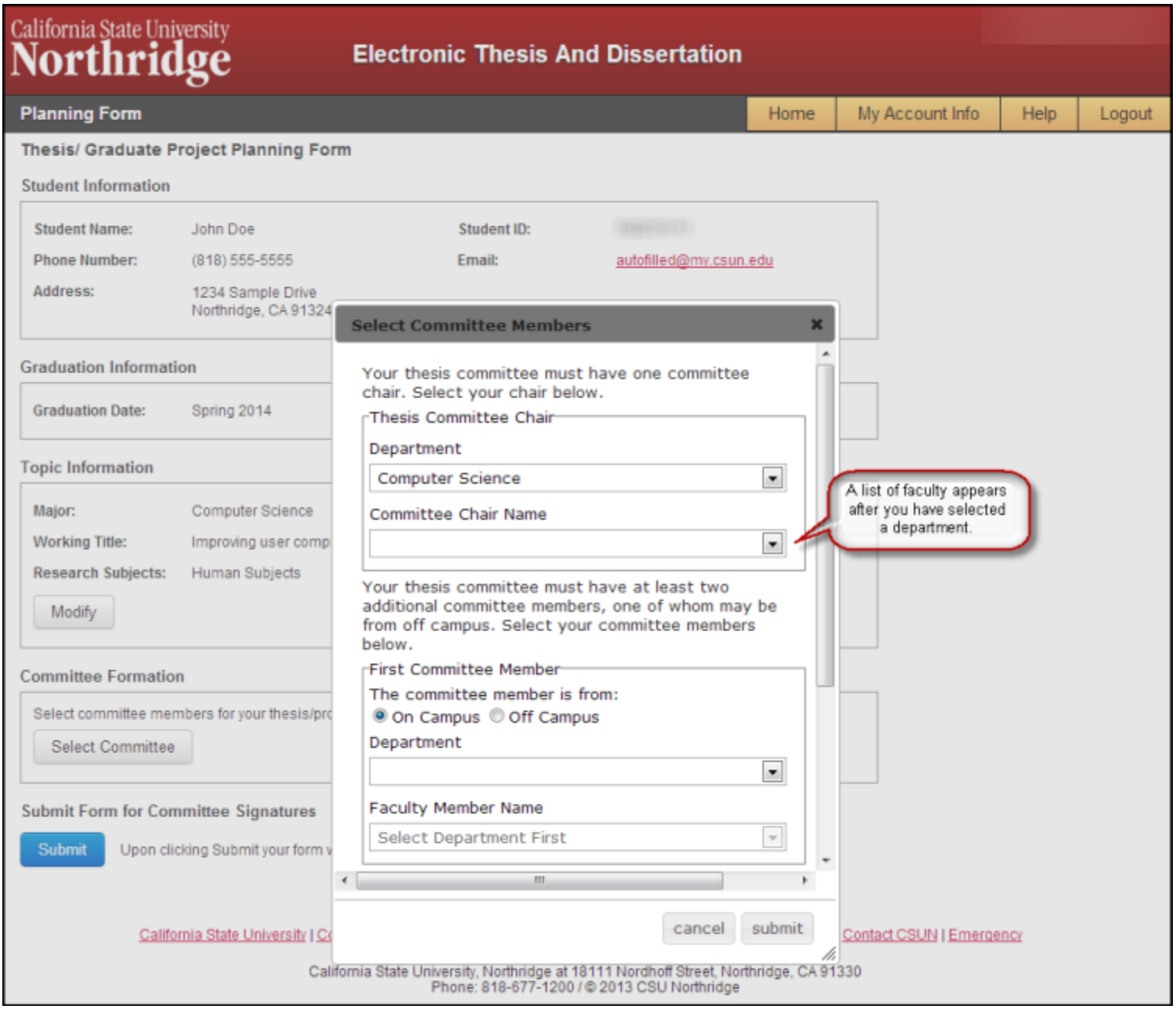

Figure 8

8. Do the same thing for your first and second committee members.
9. If you have an off campus committee member, click the radio button labeled "Off Campus" (See Figure 9).

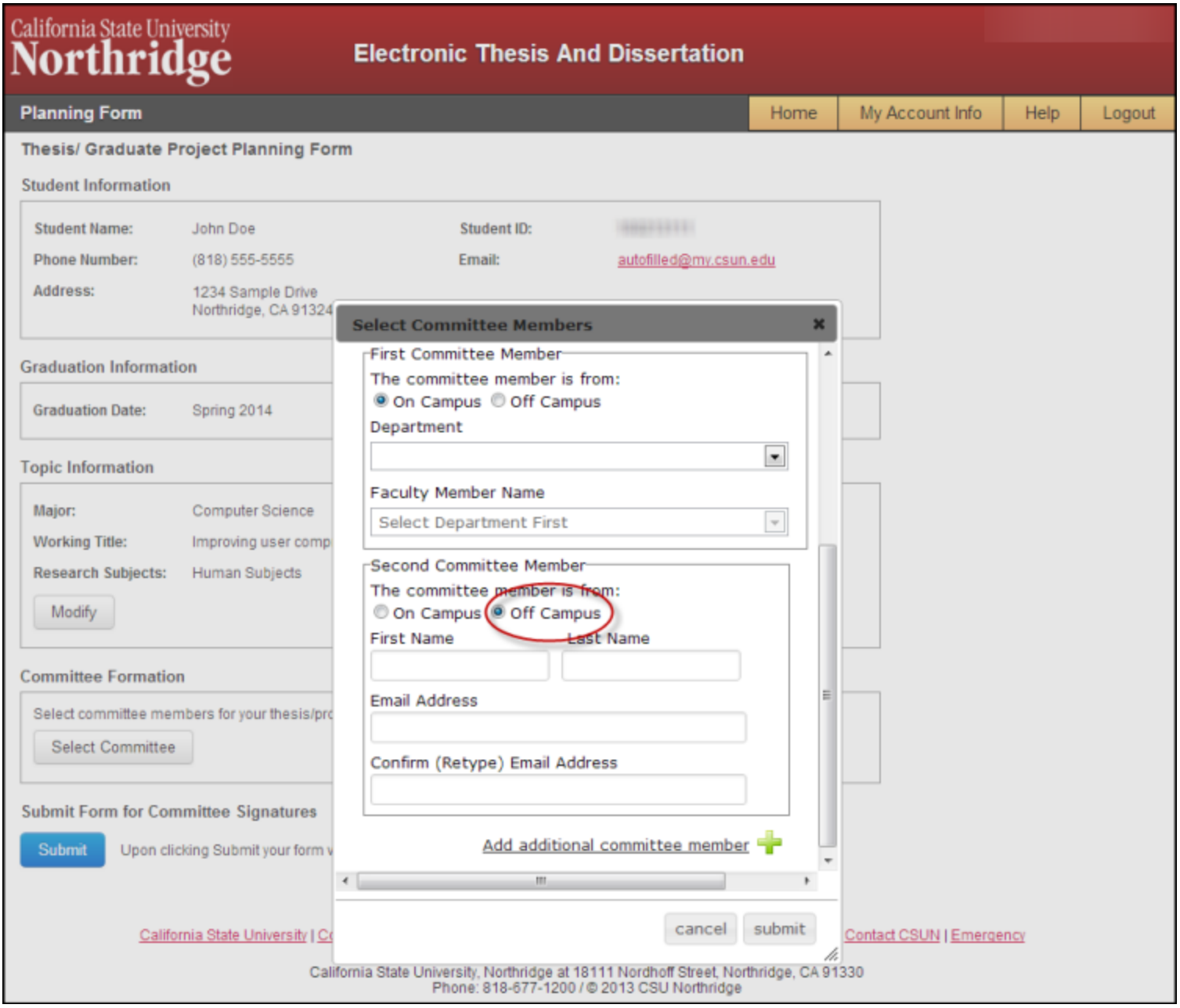

Figure 9

10. Enter the First Name, Last Name, and Email Address for the off campus committee member.
11. If you have an additional committee member, click the "plus" icon to add them to your committee (See Figure 10).

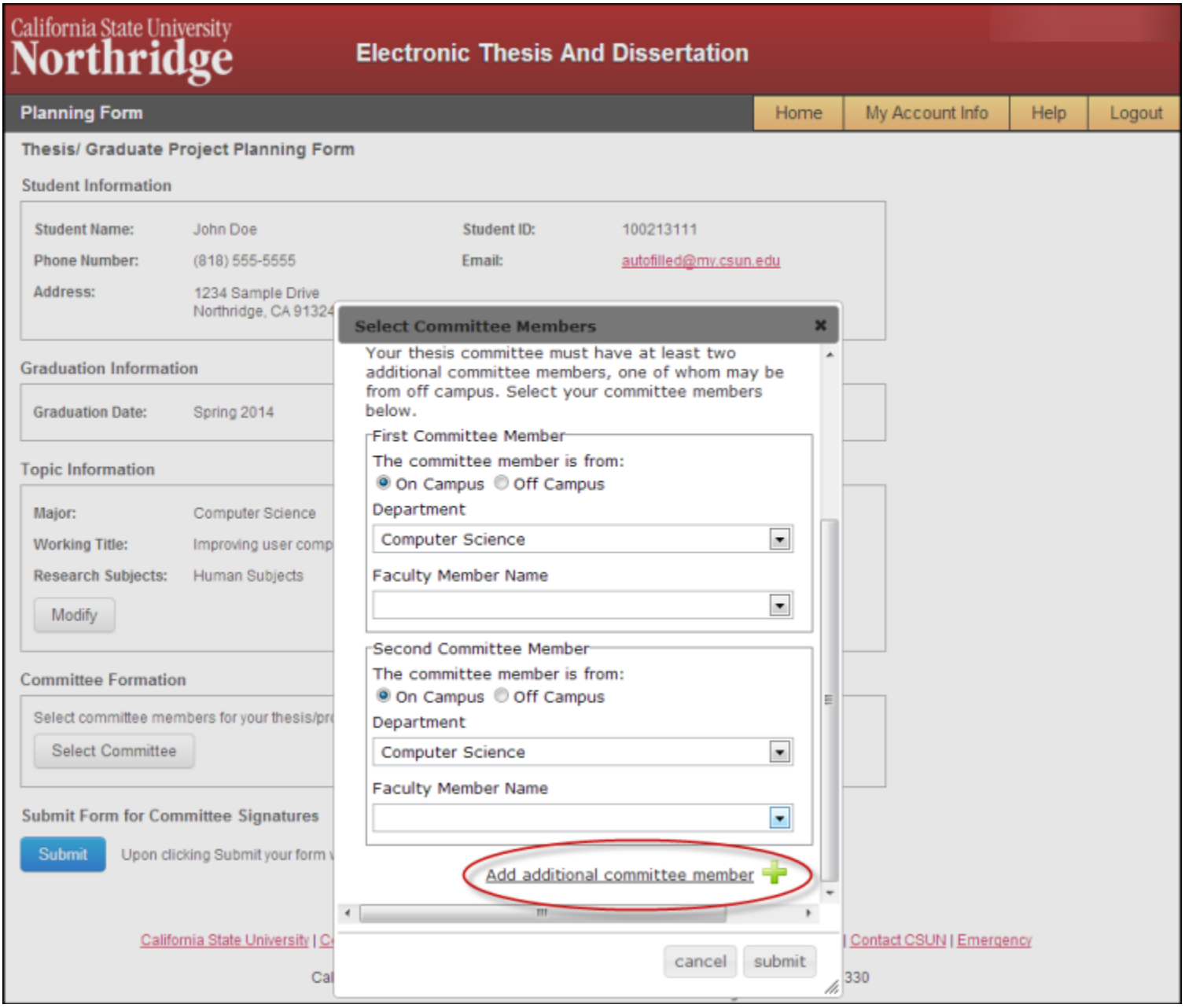

Figure 10

12. A new committee member section appears. Fill out the appropriate information for the additional committee member.
13. To remove the additional committee member, click the "X" (See Figure 11)

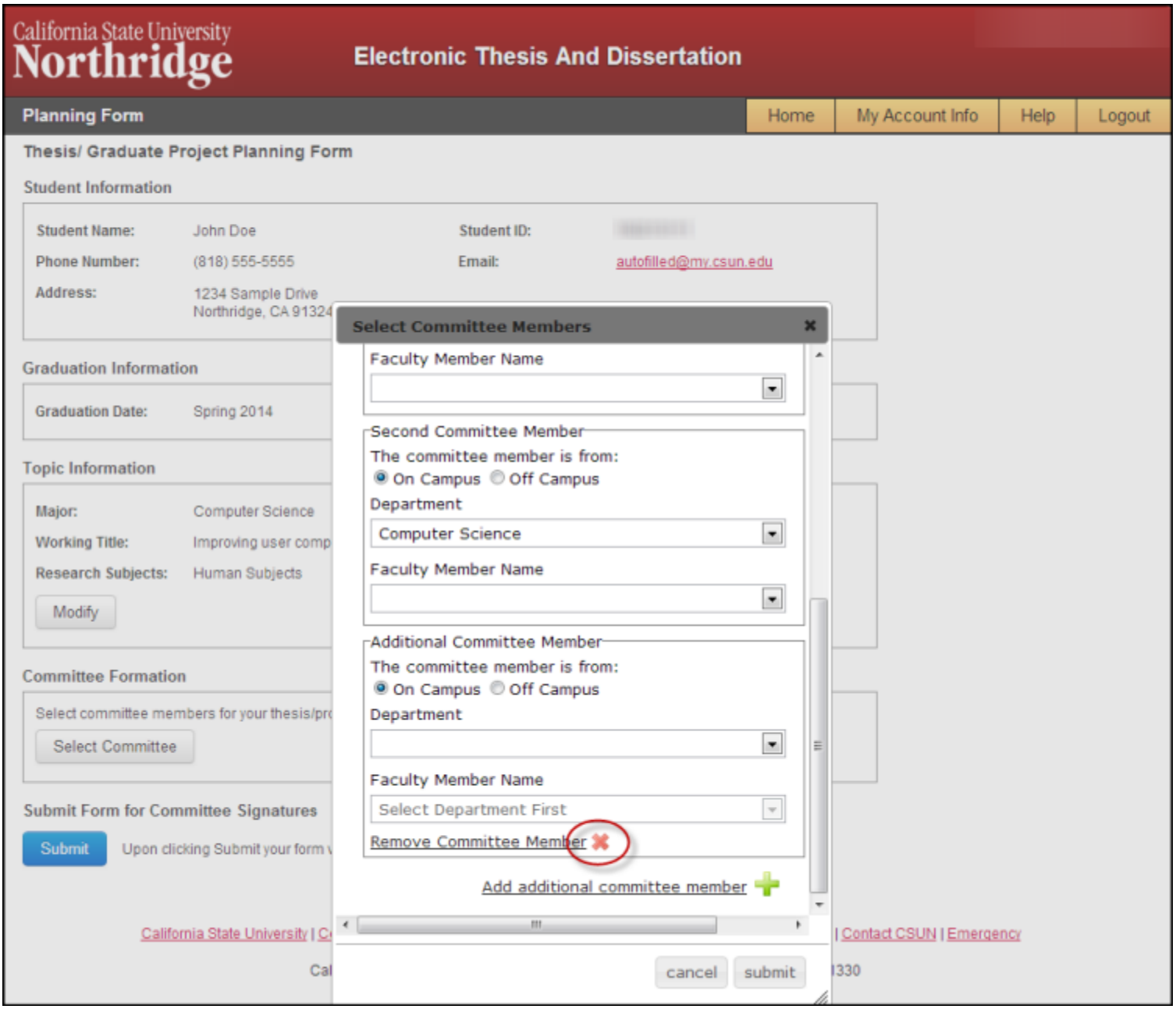

Figure 11

14. When you have finished entering all committee members, click the "Submit" button (See Figure 12).

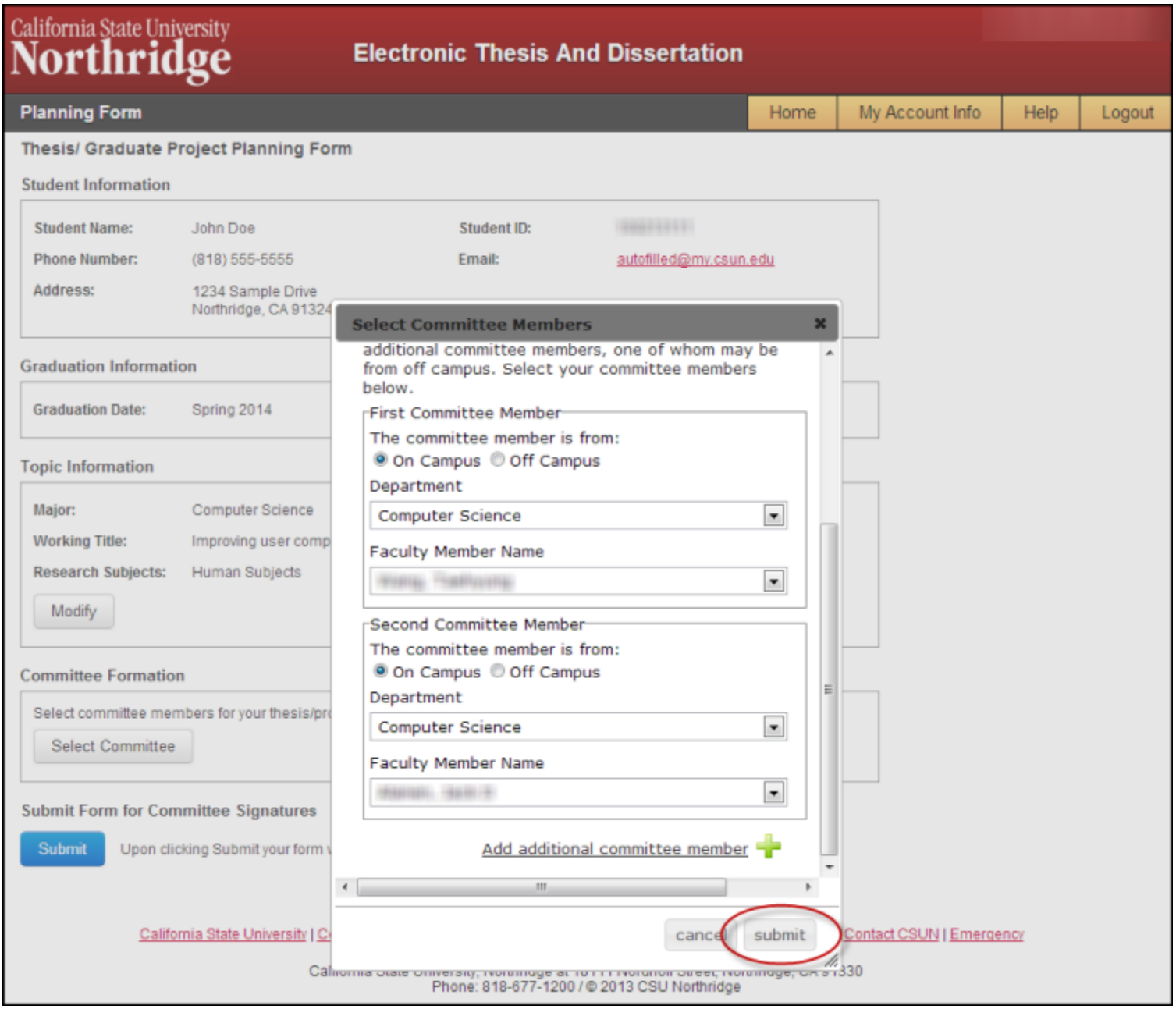

Figure 12

15. Your committee information now appears on the form (See Figure 13).

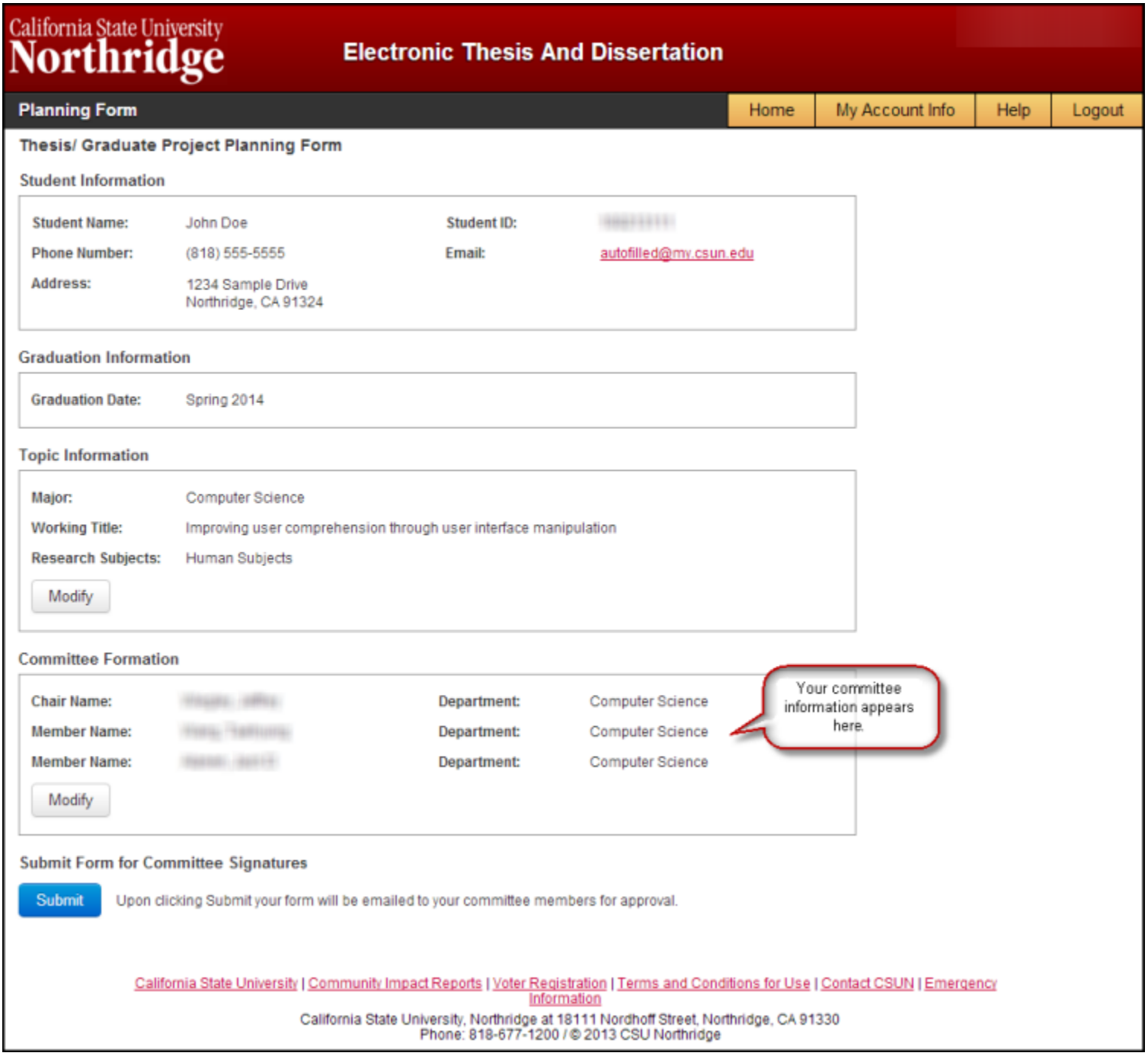

Figure 13

16. If you selected an off campus committee member, you must upload a resume / curriculum vitae for that member. Click the file selector button to select a resume to upload.
17. You can modify your topic and committee information at any time by clicking the appropriate "Modify" button. You can change the resume file for off campus committee members by click the "X" icon to the right of the resume file name (See Figure 14).

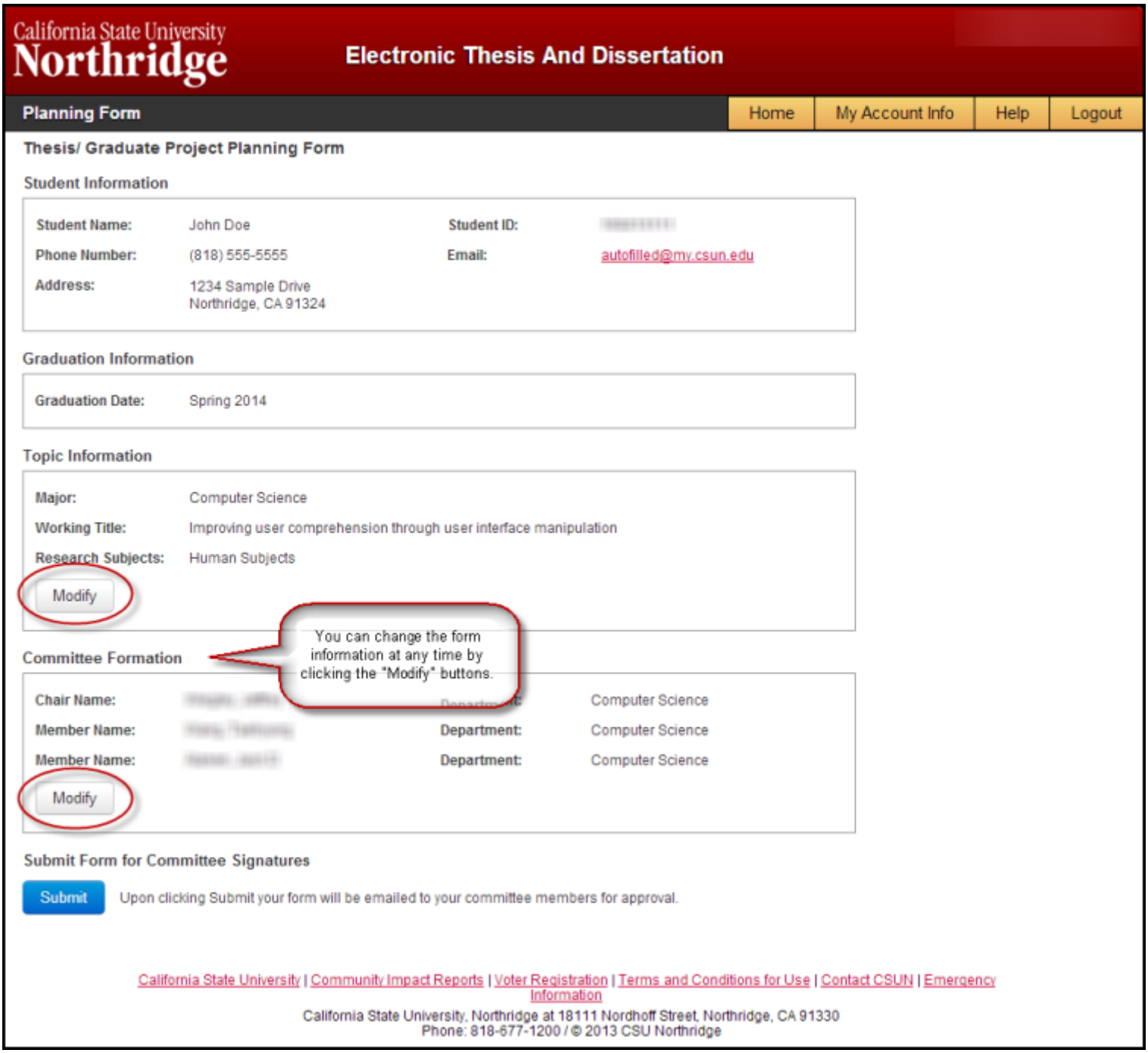

Figure 14

18. When all the information is complete, click the "Submit" button at the bottom of the page. This will take you back to your Home Page (See Figure 15).

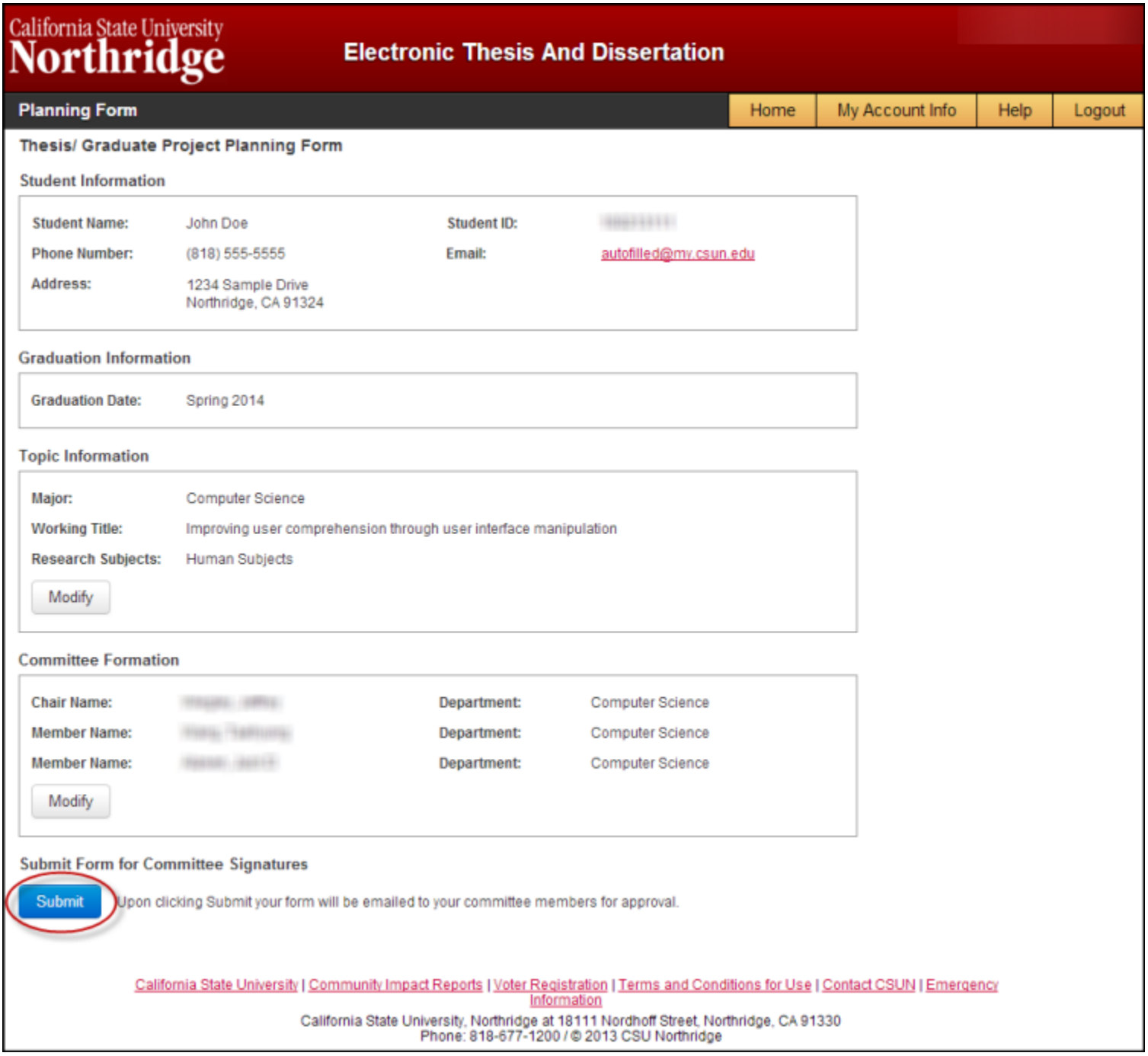

Figure 15

19. Upon submission your committee members may use their CSUN credentials to log in and approve your form at any time.

Viewing Your Planning Form / Status

1. Your Home Page displays the status of your Planning Form.
2. Click the "View" link on the Planning Form row to view more detailed information and see signatures (See Figure 16).

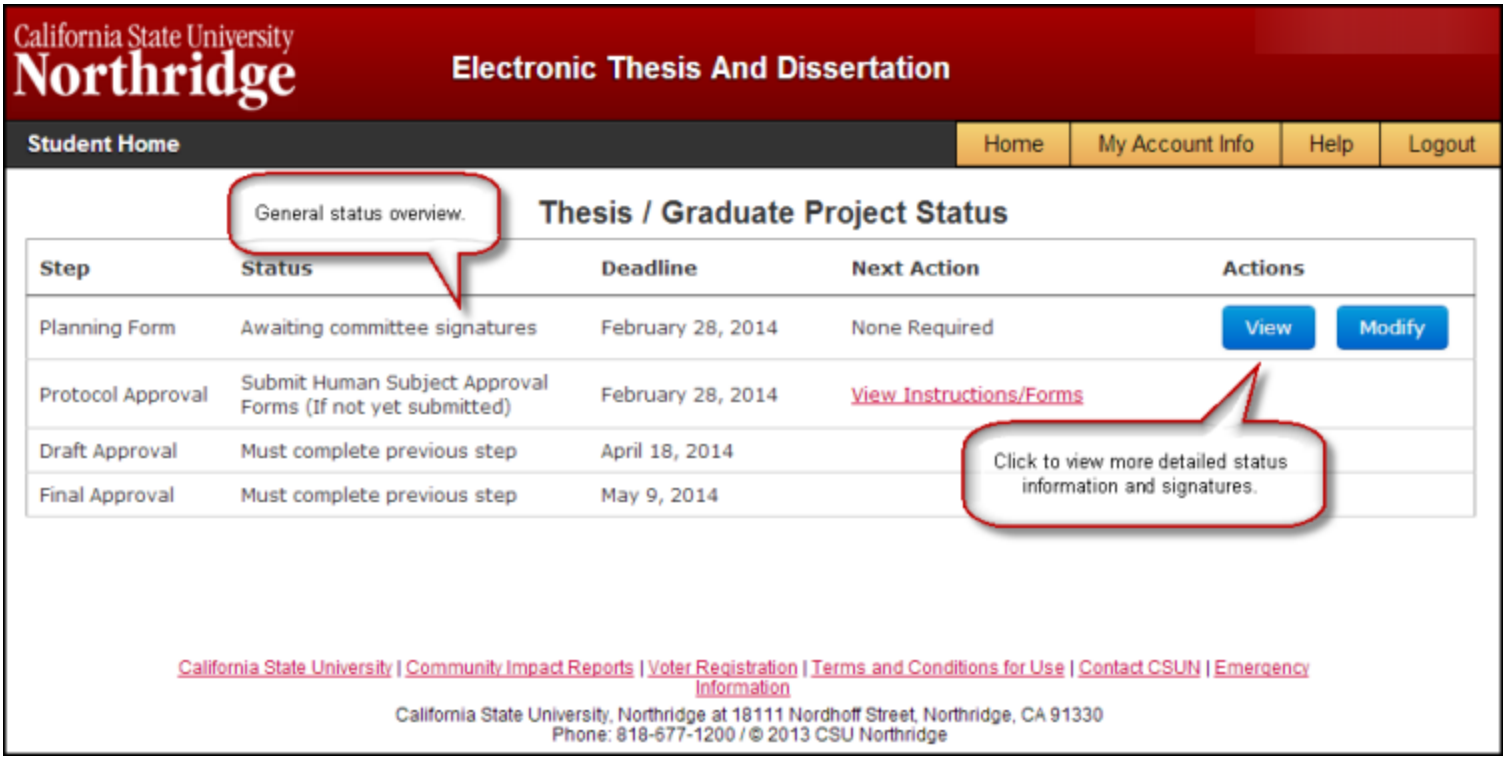

Figure 16

Modifying Your Planning Form

There are two cases in which you may need to modify your planning form. First, your committee may have required that you make changes. Second, you may be making changes on your own, without being prompted by your committee.

If your committee has required you to make changes, you will receive an email notification from the ETD system.

1. From your Home Page, click the "View Required Changes" link (Figure 17).

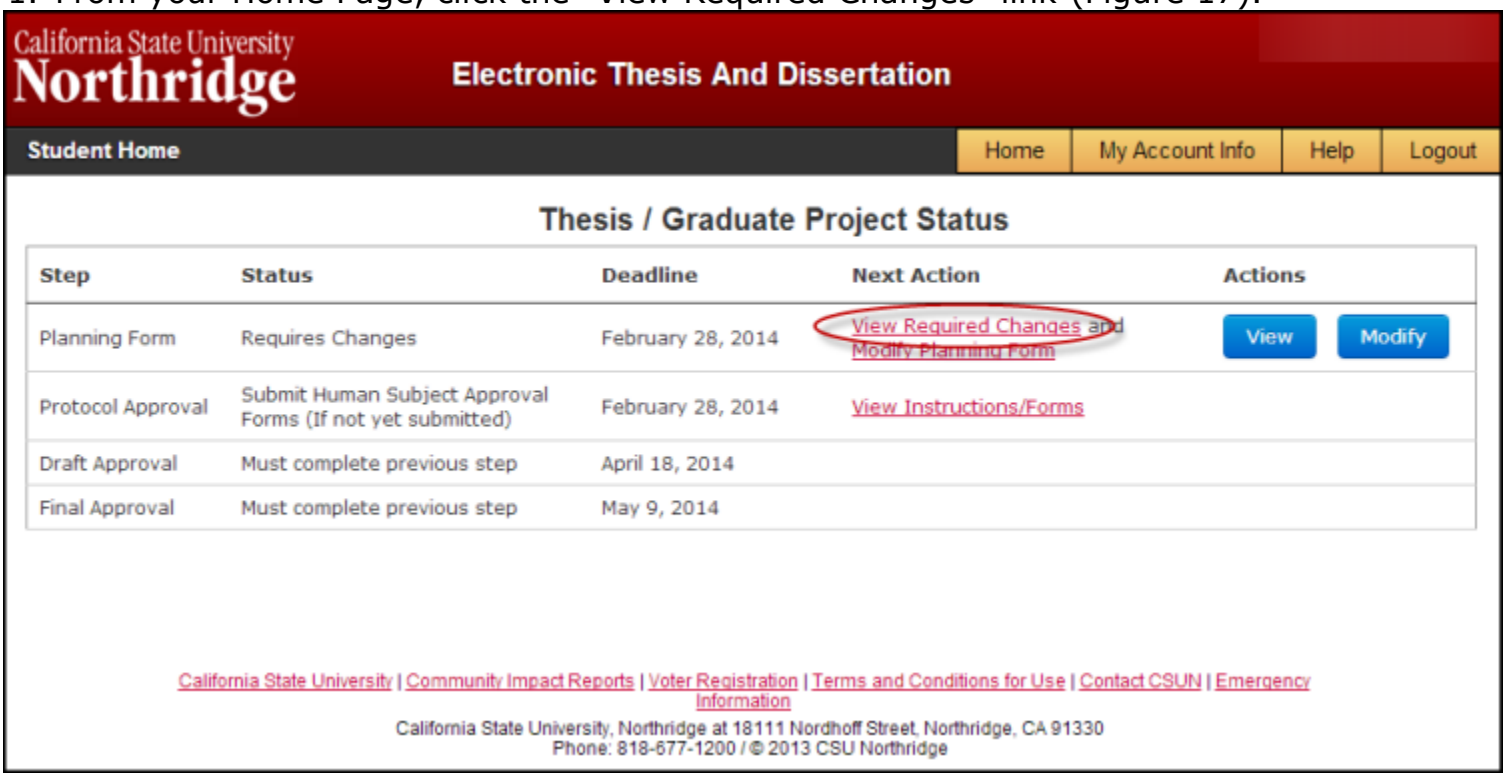

Figure 17

2. View the comments made and signatures received in the "Committee Formation" section. (You may need to scroll down.)
3. Click the "Make Changes" button when you are ready to update your form (Figure 18).

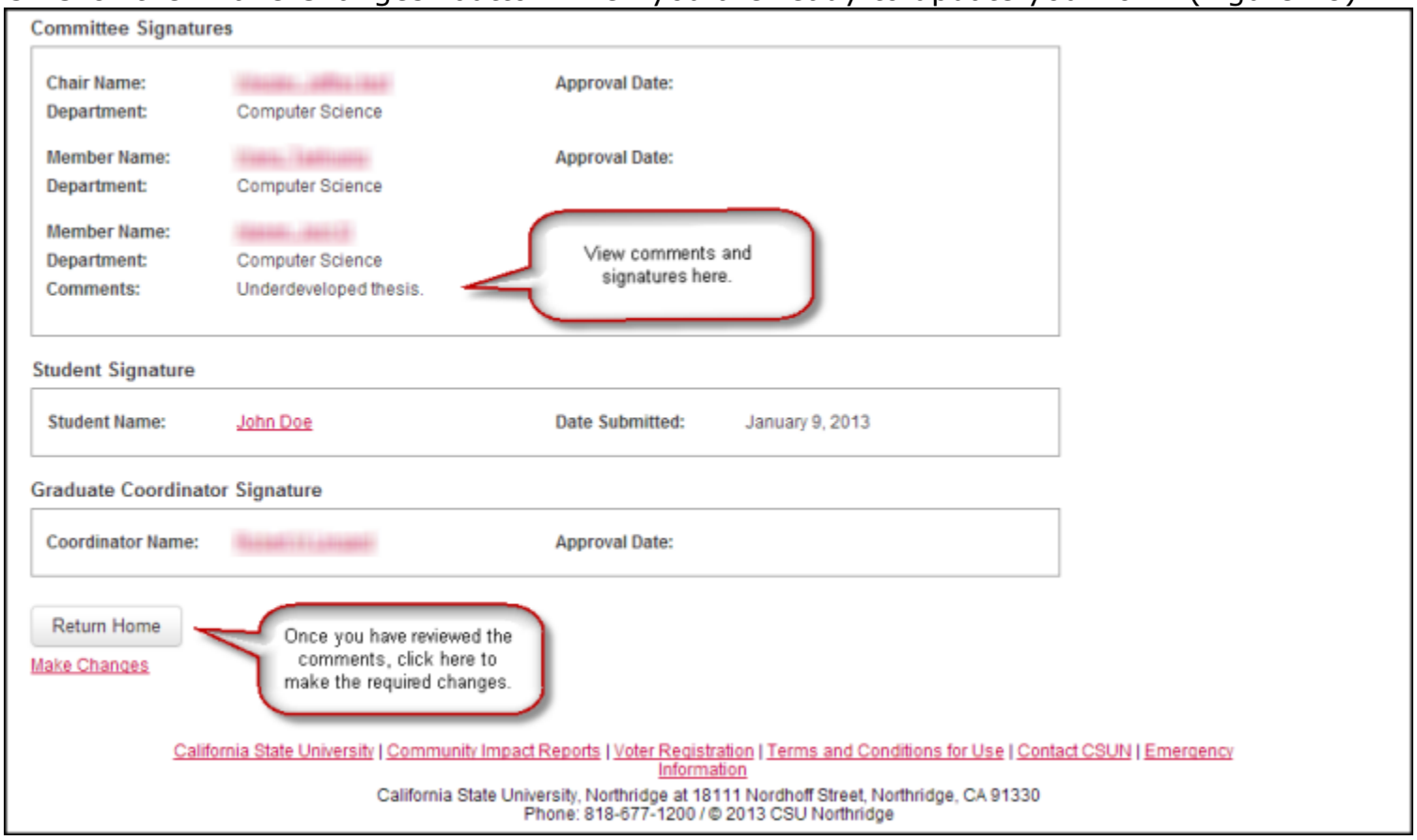

Figure 18

4. Click the appropriate "Modify" button or buttons, and update the information in the dialog box or boxes.
5. Click the "Submit" button at the bottom of the page to resubmit your Planning Form.

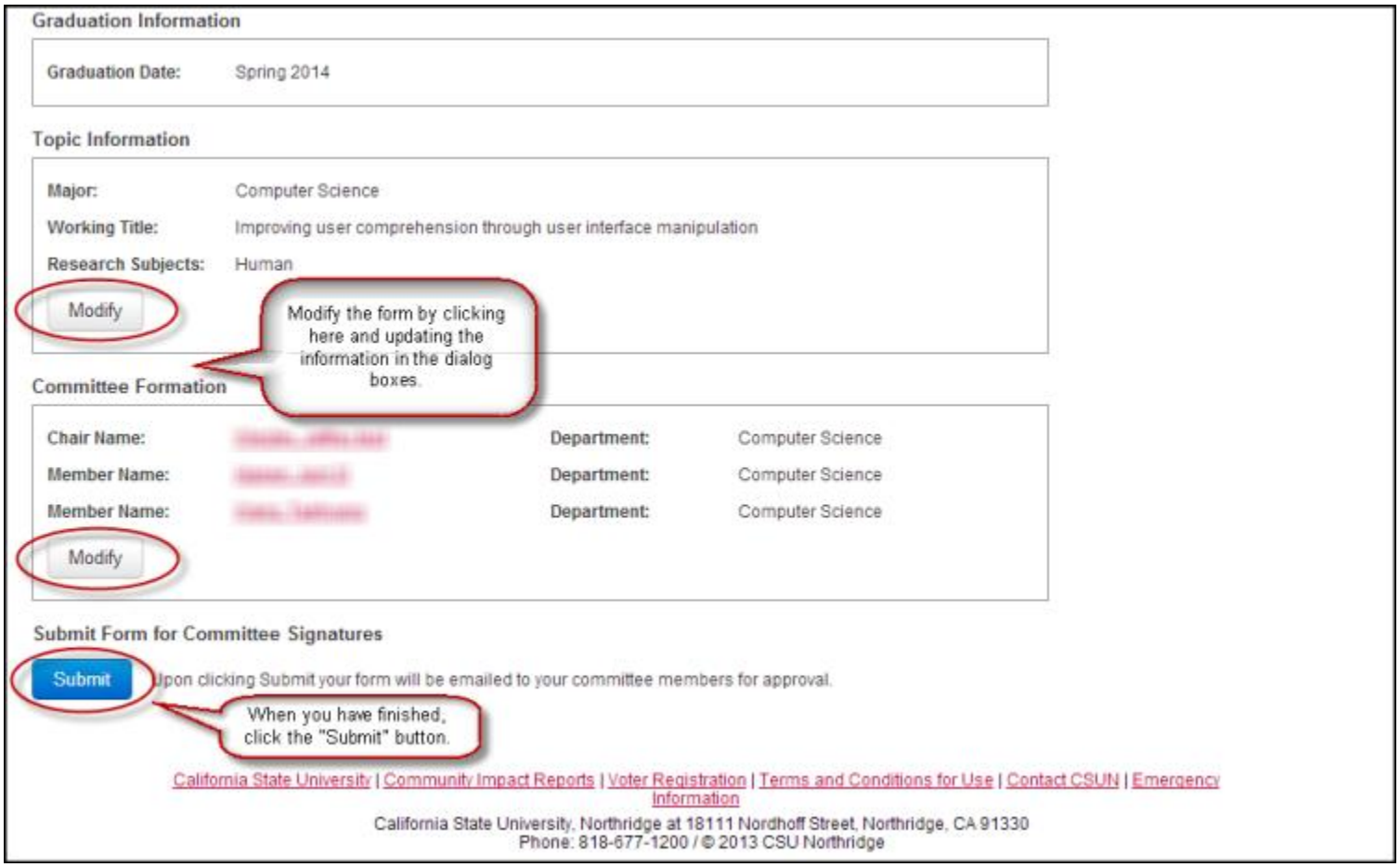

Figure 19

If you are making changes without being prompted by your committee:

1. Click the "Modify" link on the Planning Form row (See Figure 20).

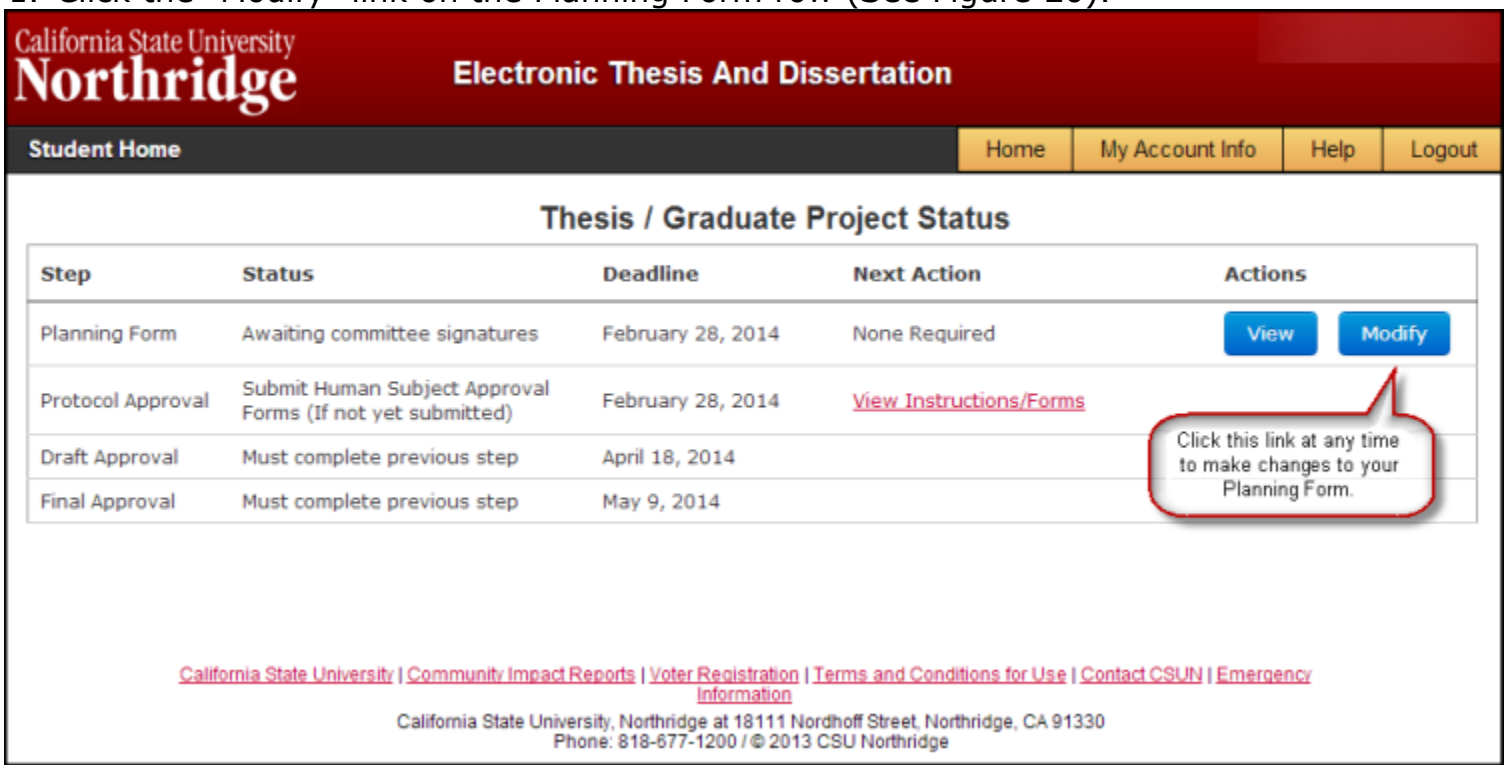

Figure 20

2. You will be prompted to confirm that you want to resubmit your form.

3. Click in the confirmation box at the end of the red warning message to acknowledge you are resubmitting your form.
4. Click the appropriate "Modify" button or buttons, and update the information in the dialog box or boxes.
5. Click the "Submit" button at the bottom of the page to resubmit your Planning Form (See Figure 21).

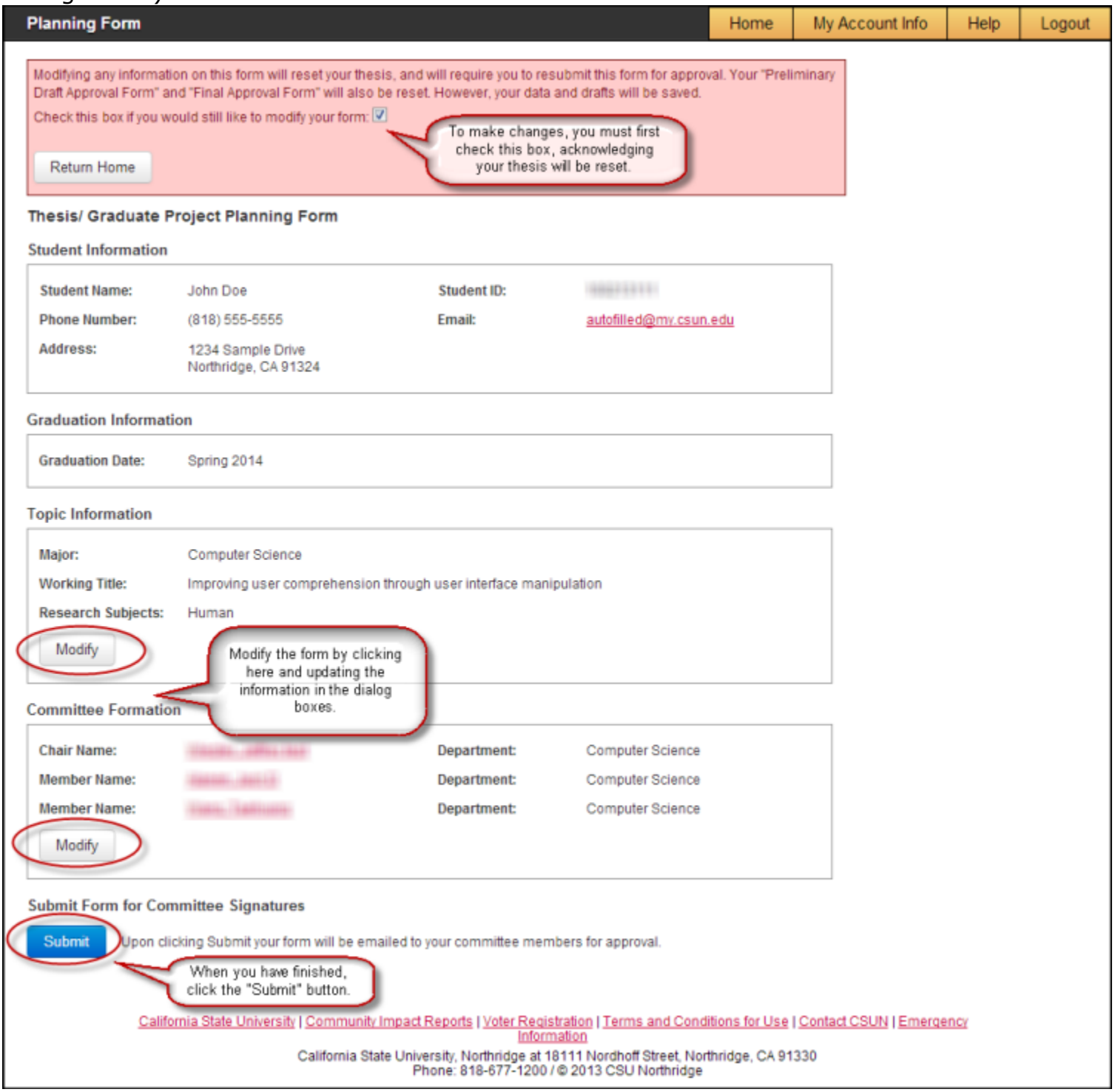

Figure 21

6. Your committee will be emailed, notifying them that your Planning Form has changed. Your committee members may use their CSUN credentials to log in and approve your form changes at any time after that.

Submitting Your Preliminary Draft

1. On your Home Page, click the "Submit Draft For Approval" link (See Figure 22).

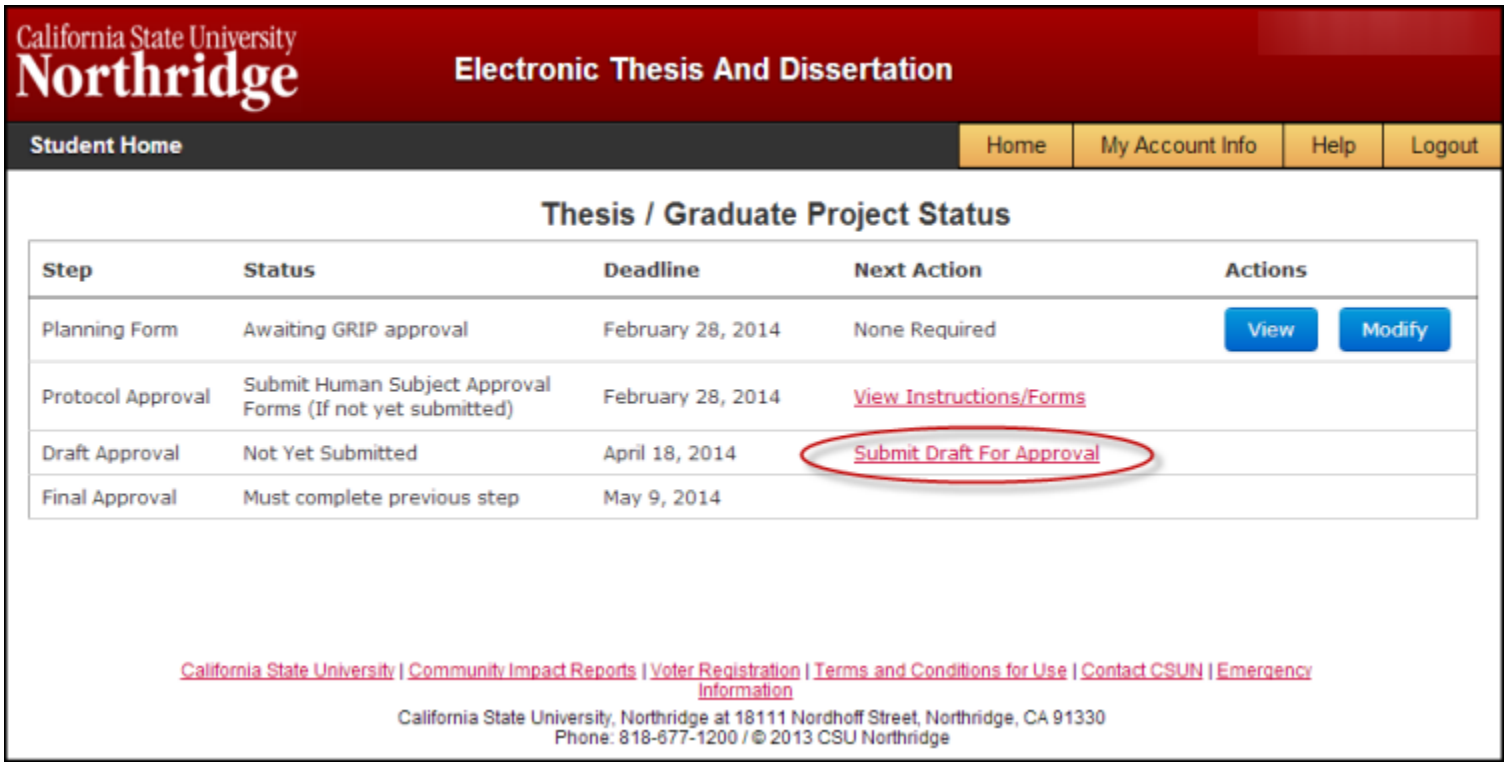

Figure 22

2. On the Preliminary Draft Approval Page, click the Upload File button.
3. Select the draft from your computer's file system. The draft must be in PDF format, and the file name cannot have any spaces (See Figure 23).

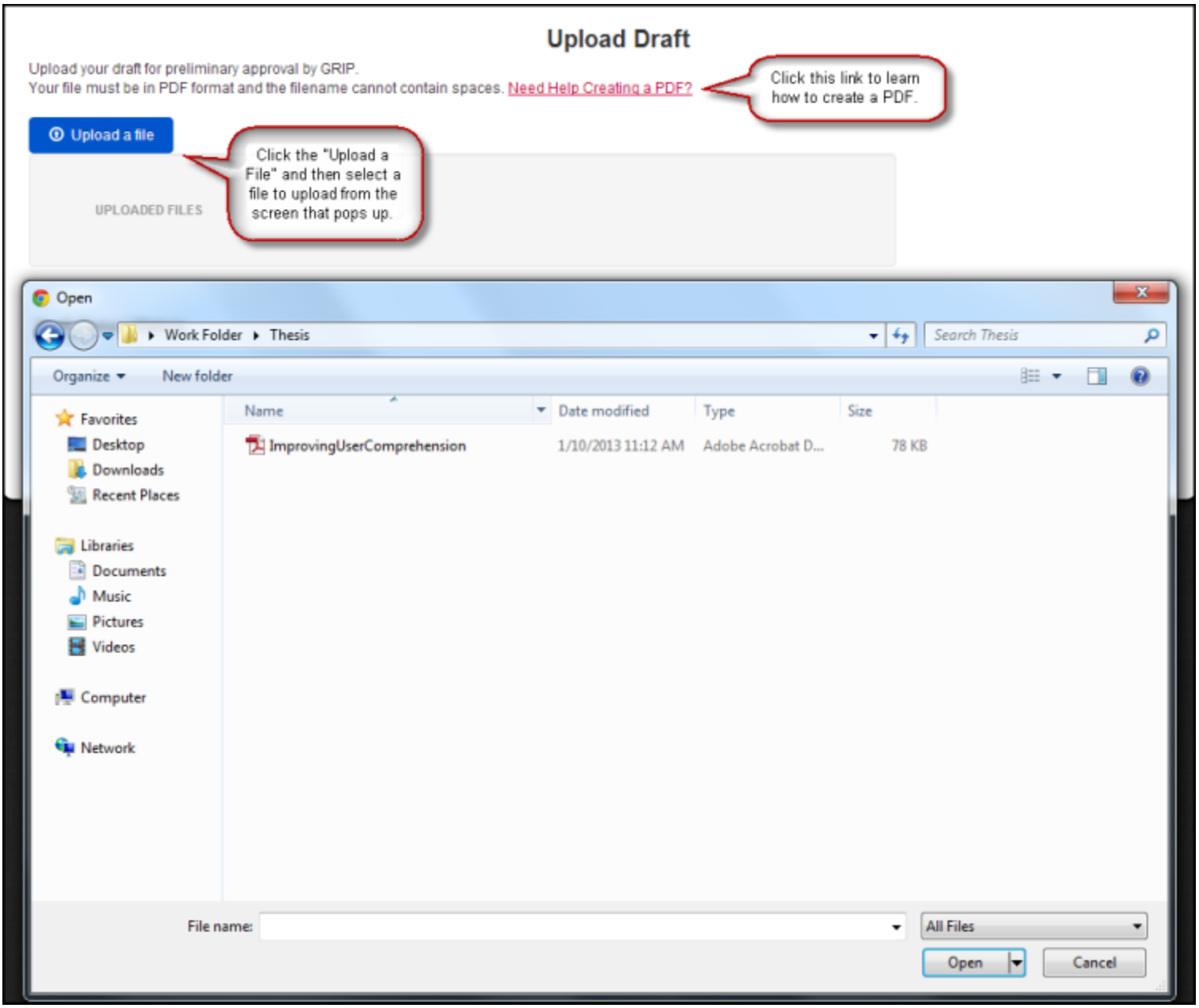

Figure 23

4. The name of your file appears below, along with its status.
5. You may also delete files, download drafts, and submit new drafts (See Figure 24).

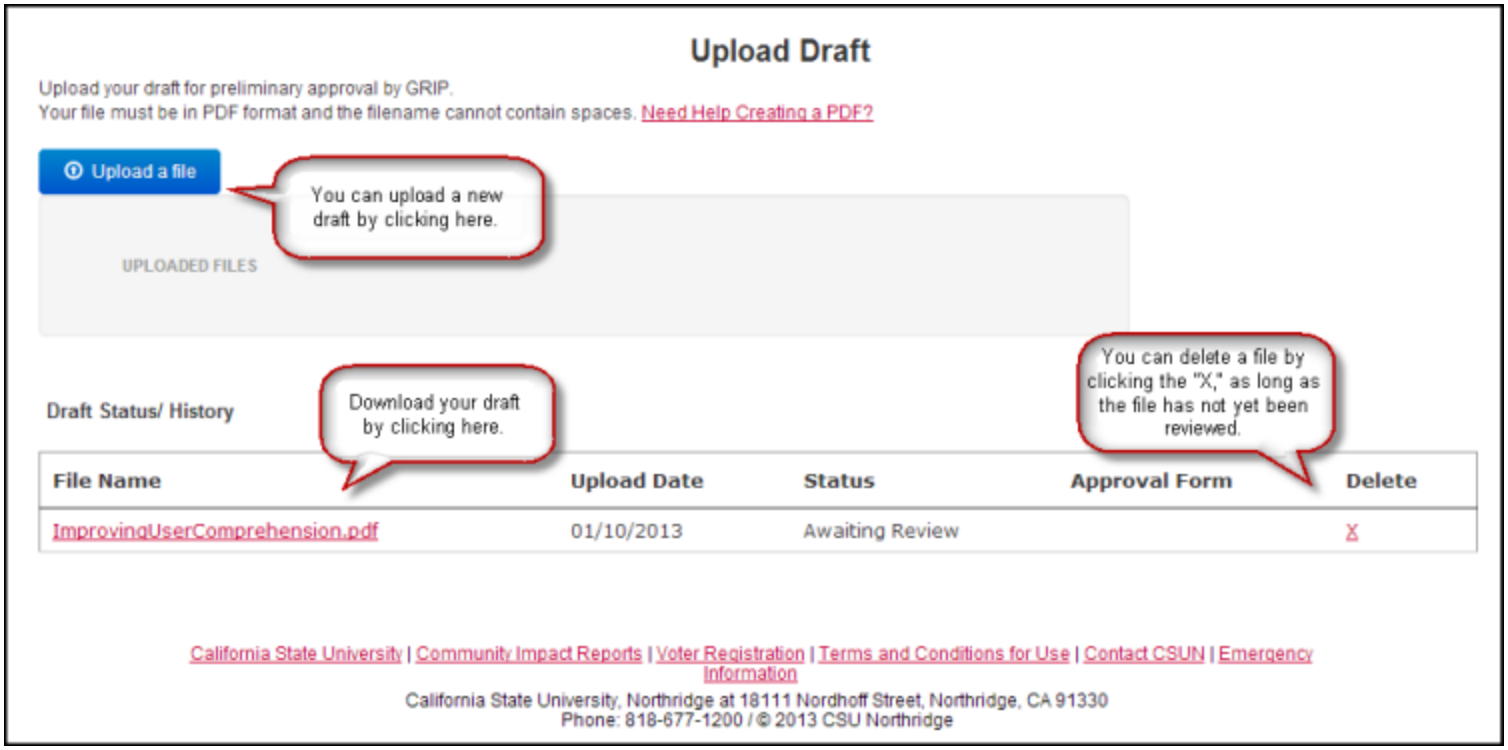

Figure 24

Resubmitting Your Preliminary Draft

There are two cases in which you may resubmit your draft. First, you may have modified your draft before it has been reviewed. Second, you may be required by Research and Graduate Studies to make changes to your draft.

Changes Not Required by Research and Graduate Studies

1. On your Home Page, click the "View/Modify" link (See Figure 25).

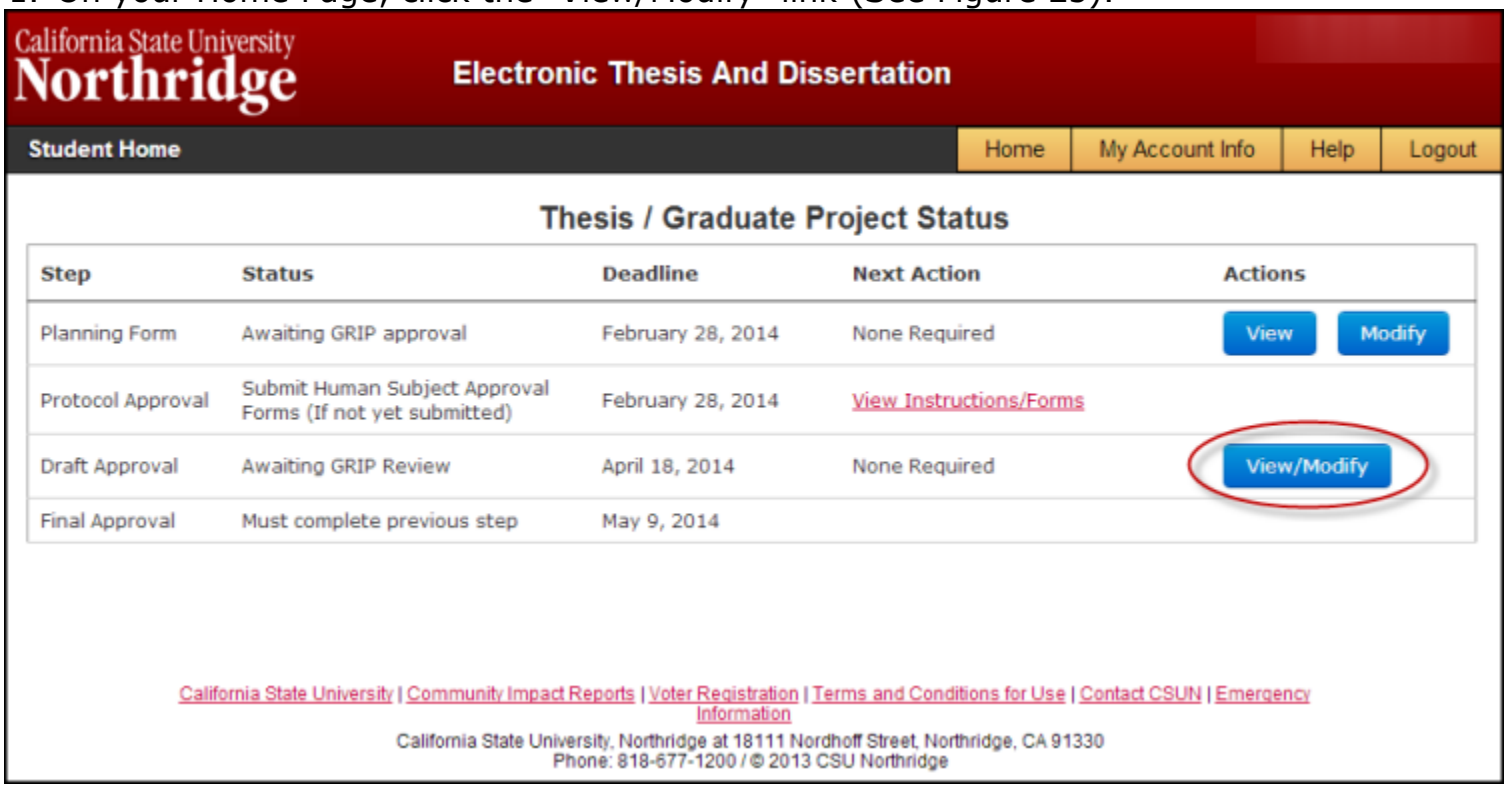

Figure 25

2. Follow instructions 2 - 6 in Submitting Your Preliminary Draft.

Required Changes

If Research and Graduate Studies has required that you modify and resubmit your draft, you will receive an email and the status of your Draft Approval will be "Resubmission Required." If this is the case, take the following steps:

1. On your Home Page, click the "View Required Changes" link (See Figure 26).

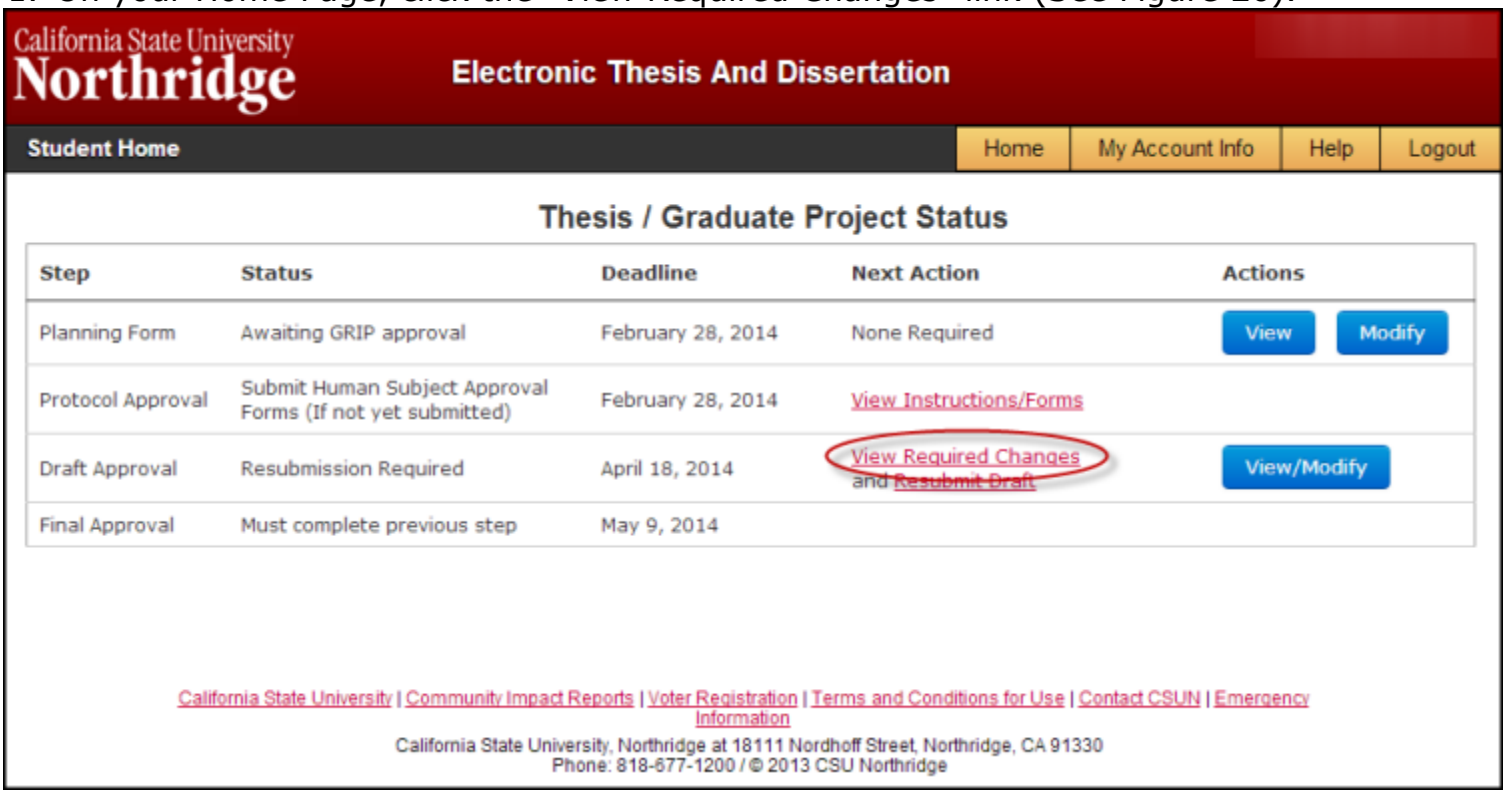

Figure 26

2. You will be taken to the Thesis Poject/Preliminary Checklist Page.
3. When you have finished viewing the required changes, click the "Return Home" button (See Figure 27).

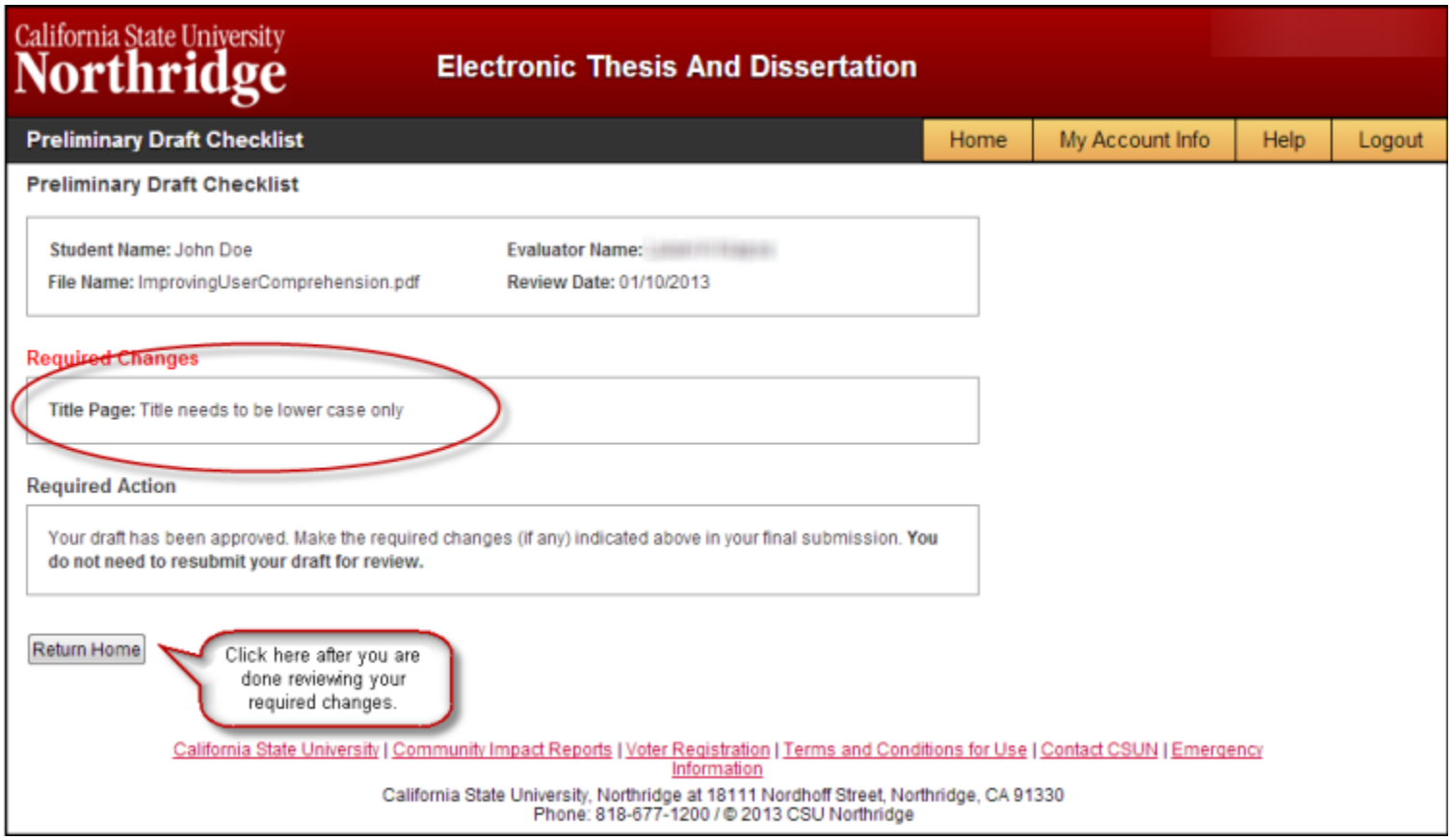

Figure 27

4. Once you have updated your draft with the required changes, click the "Resubmit Draft" link on your Home Page (See Figure 28).

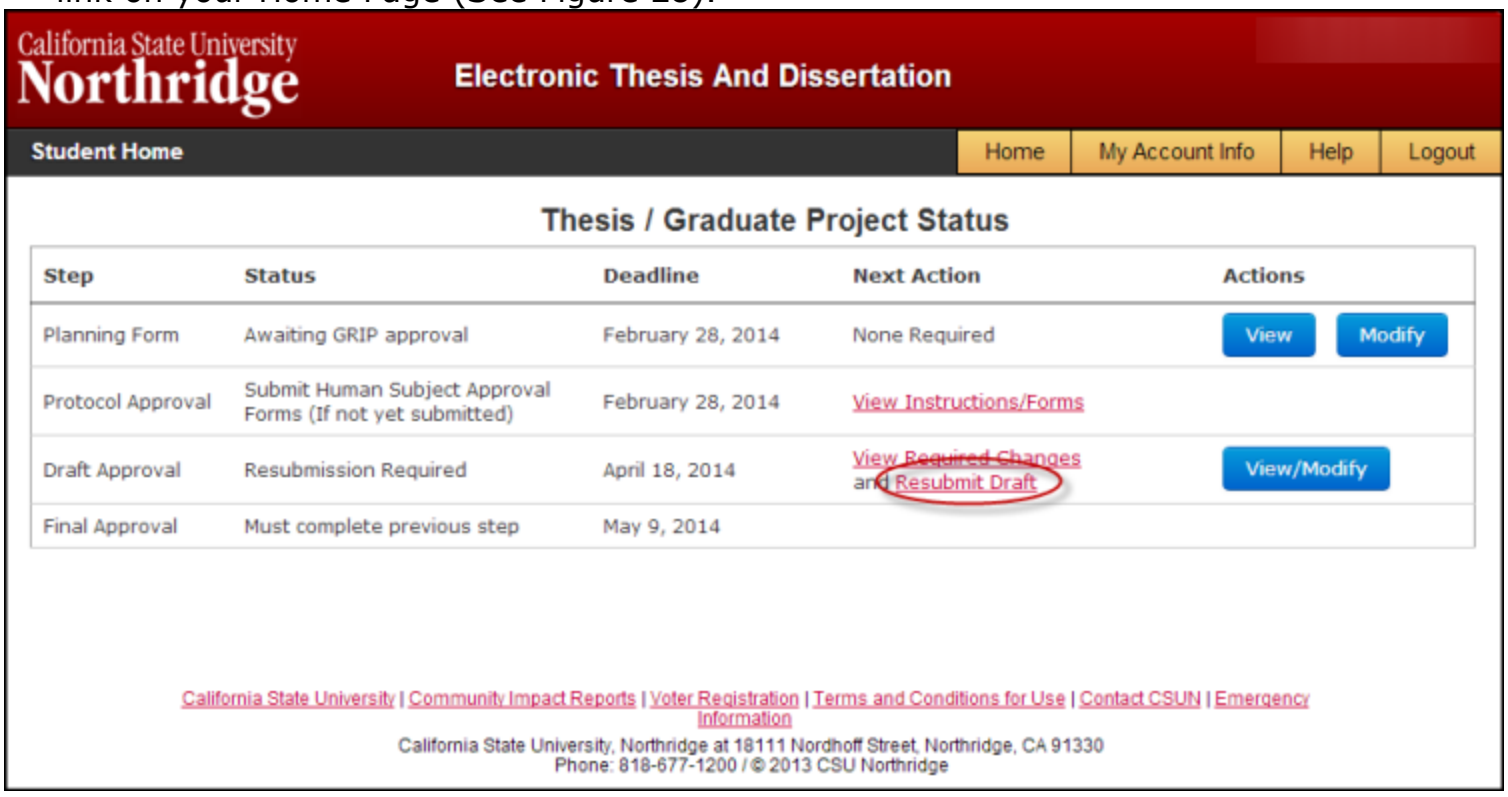

Figure 28

5. Select the "Upload a file" button to resubmit your draft. This new draft will be sent to Research and Graduate Studies for review (See Figure 29).

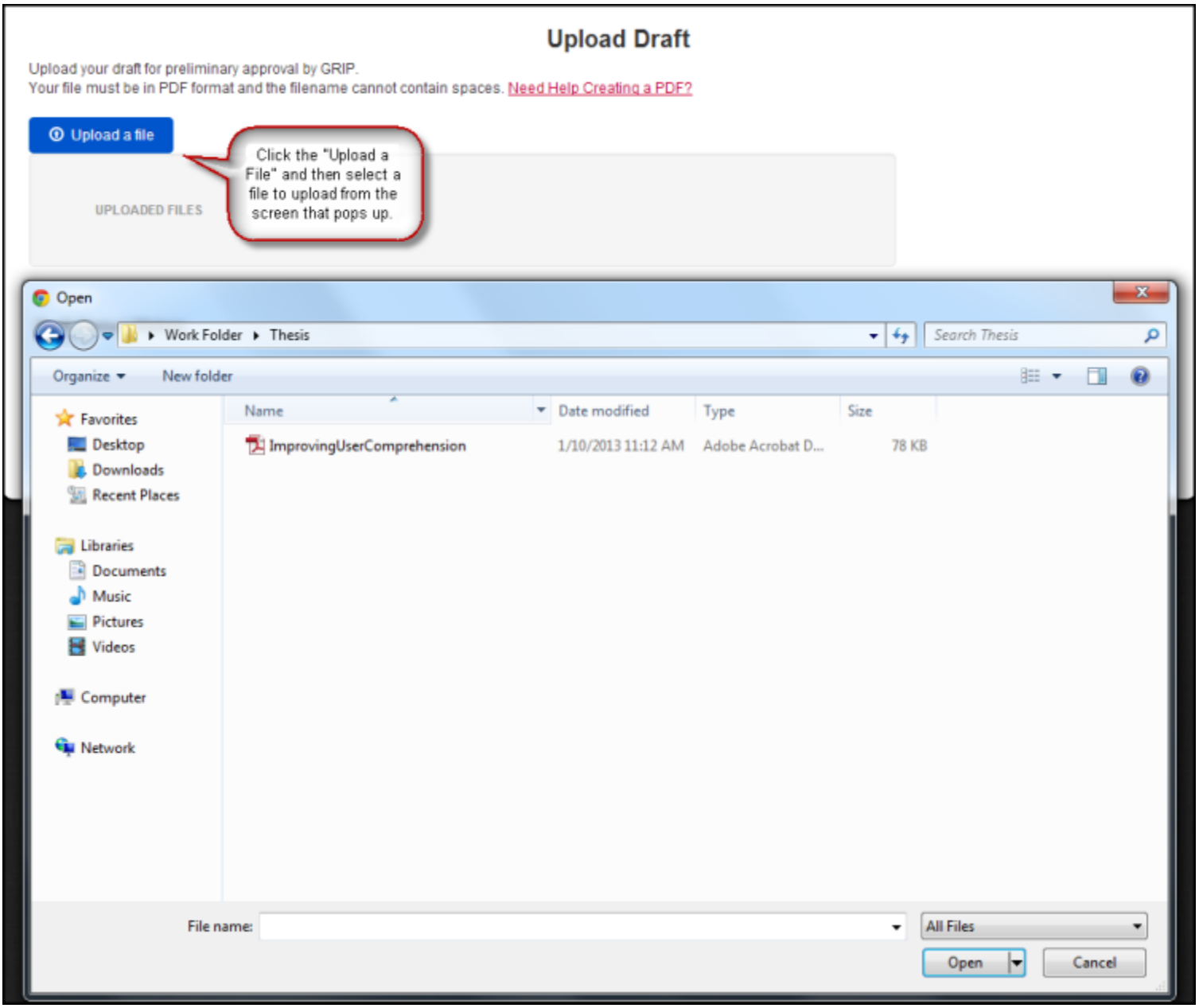

Figure 29

6. You will receive an email when the review is complete.

Understanding Your Preliminary Draft Status

You will receive an email from the system once your preliminary draft has been reviewed. To view the status of your draft, login to your Home Page. The status is located on the Draft Approval row (Figure 30).

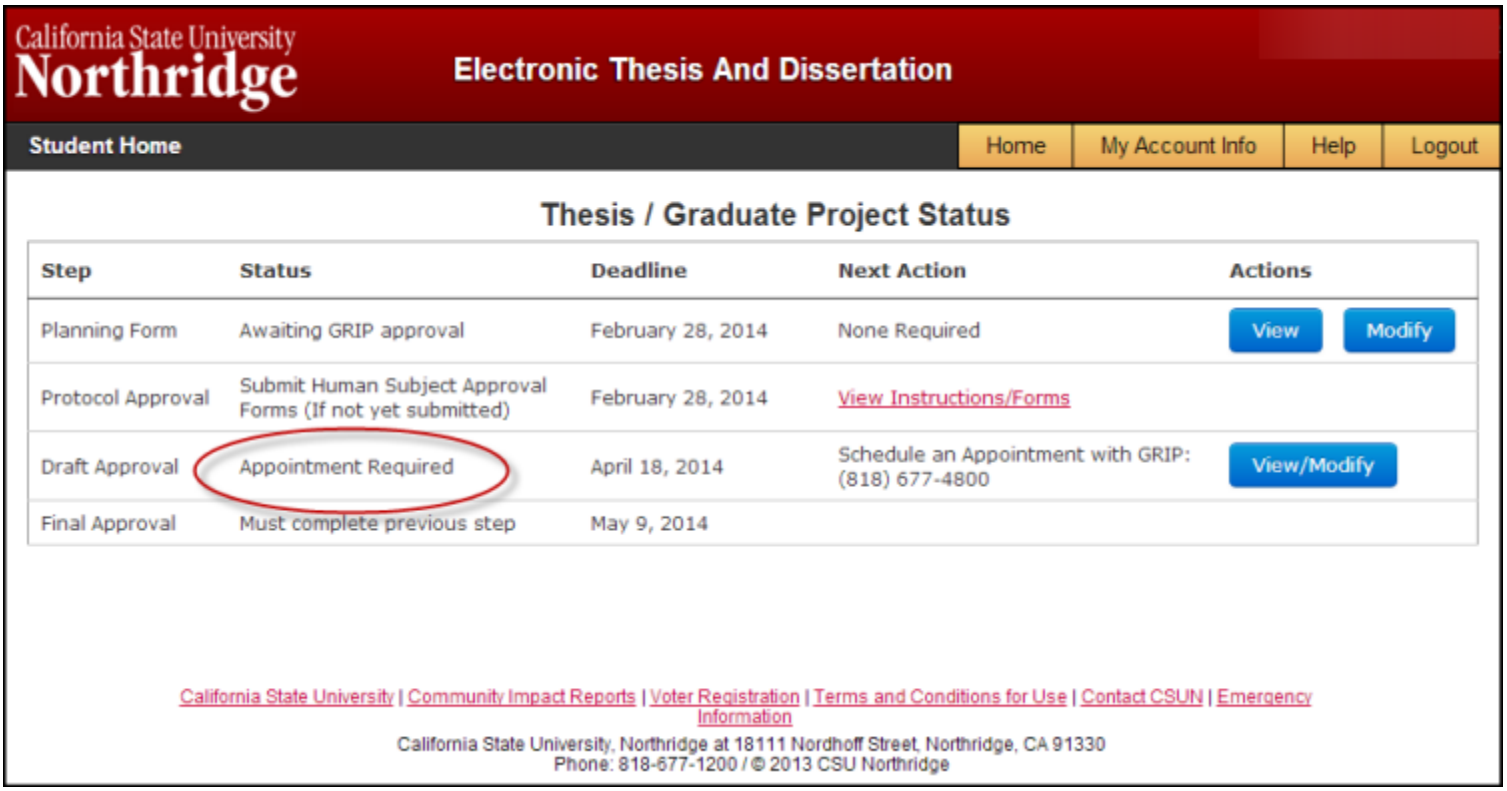

Figure 30

Requires Resubmission
If the status is "Requires Resubmission," follow the instructions in Resubmitting Your Preliminary Draft.

Appointment Required
If the status is "Appointment Required," your draft requires significant modifications. You must call and schedule and appointment with your Research and Graduate Studies evaluator to discuss the required changes. Their number is (818) 677-4800.

Approved
If the status is "Approved," you may still have to make formatting changes.

1. To view the required changes, click the "View any Required Changes needed in your Final Draft" link.

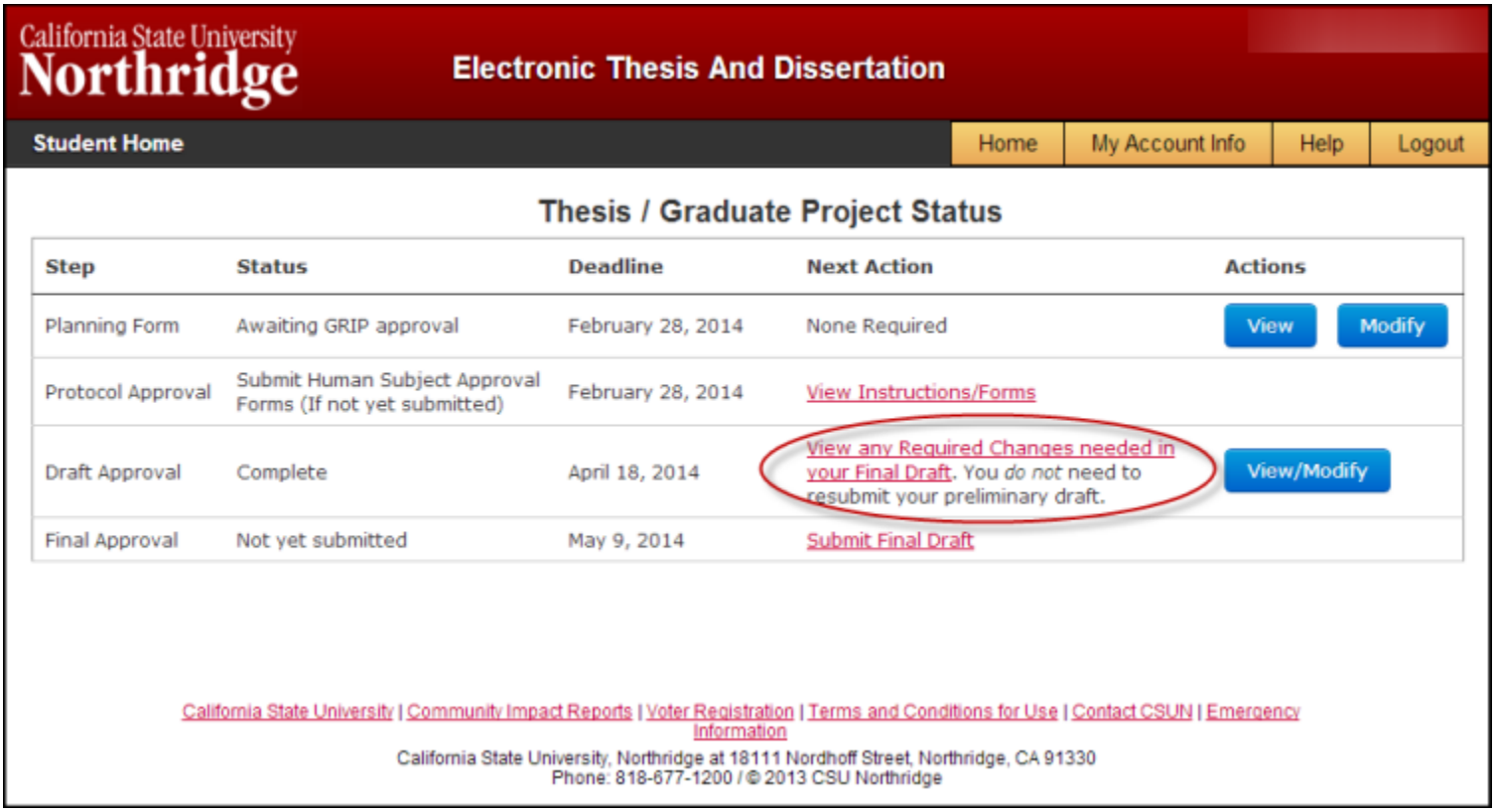

Figure 31

2. You must make these changes to your draft. However, you DO NOT need to resubmit your draft to Research and Graduate Studies (See Figure 32).

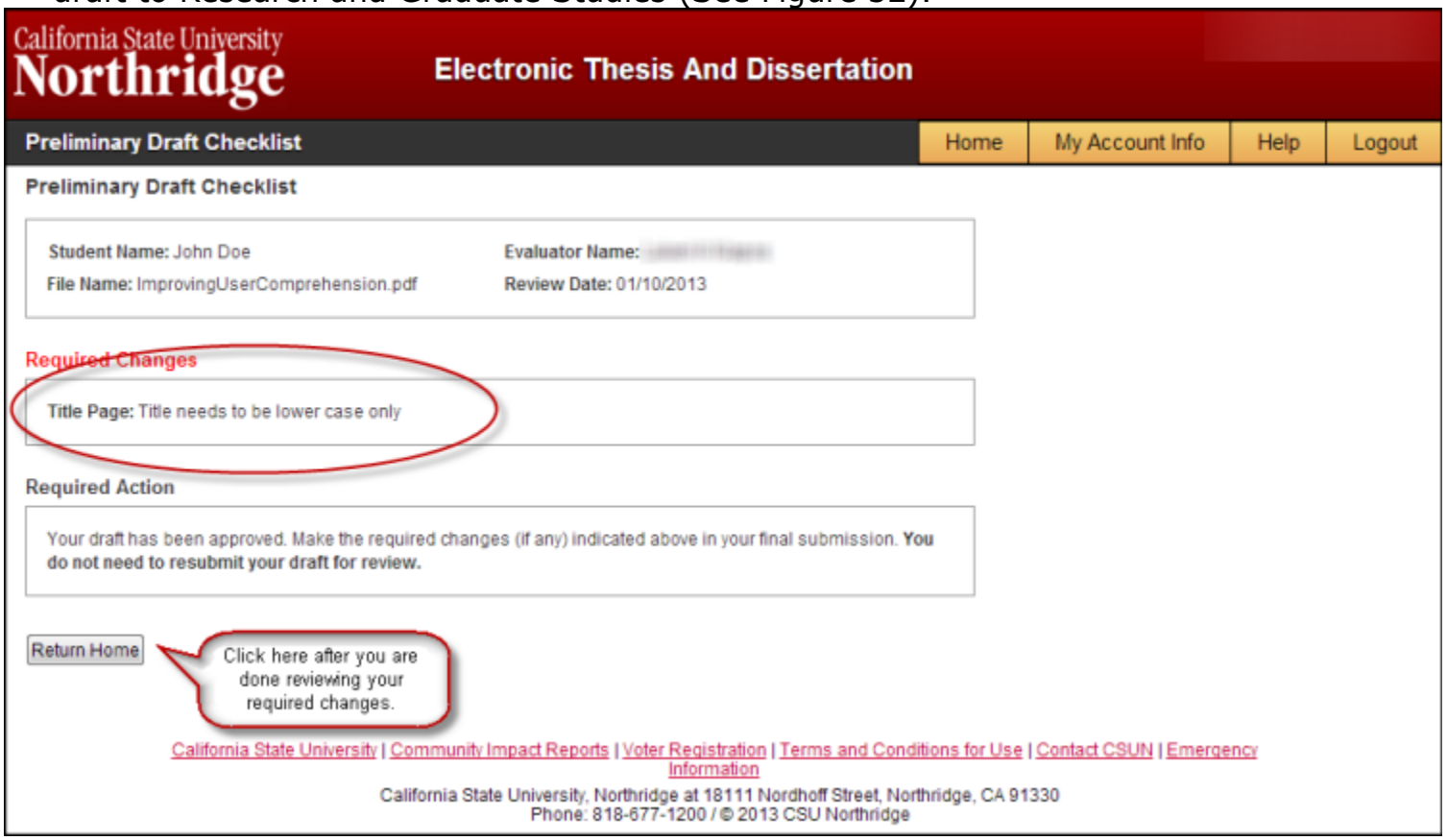

Figure 32

Viewing Your Draft History

1. On your Home Page, click the "View/Modify"link (See Figure 33).

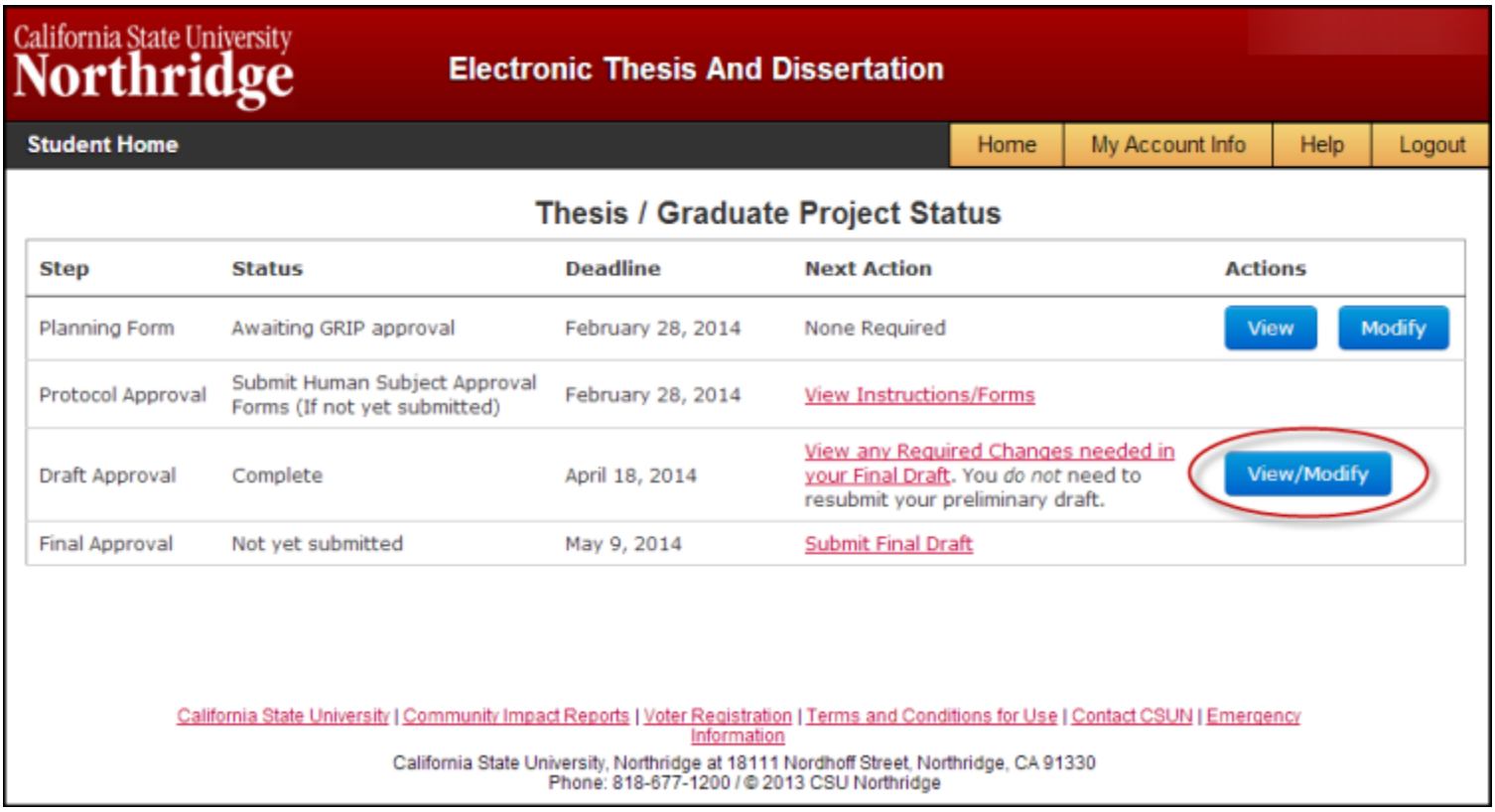

Figure 33

2. You can now view all previously uploaded drafts and the changes required for each reviewed draft (See Figure 34).

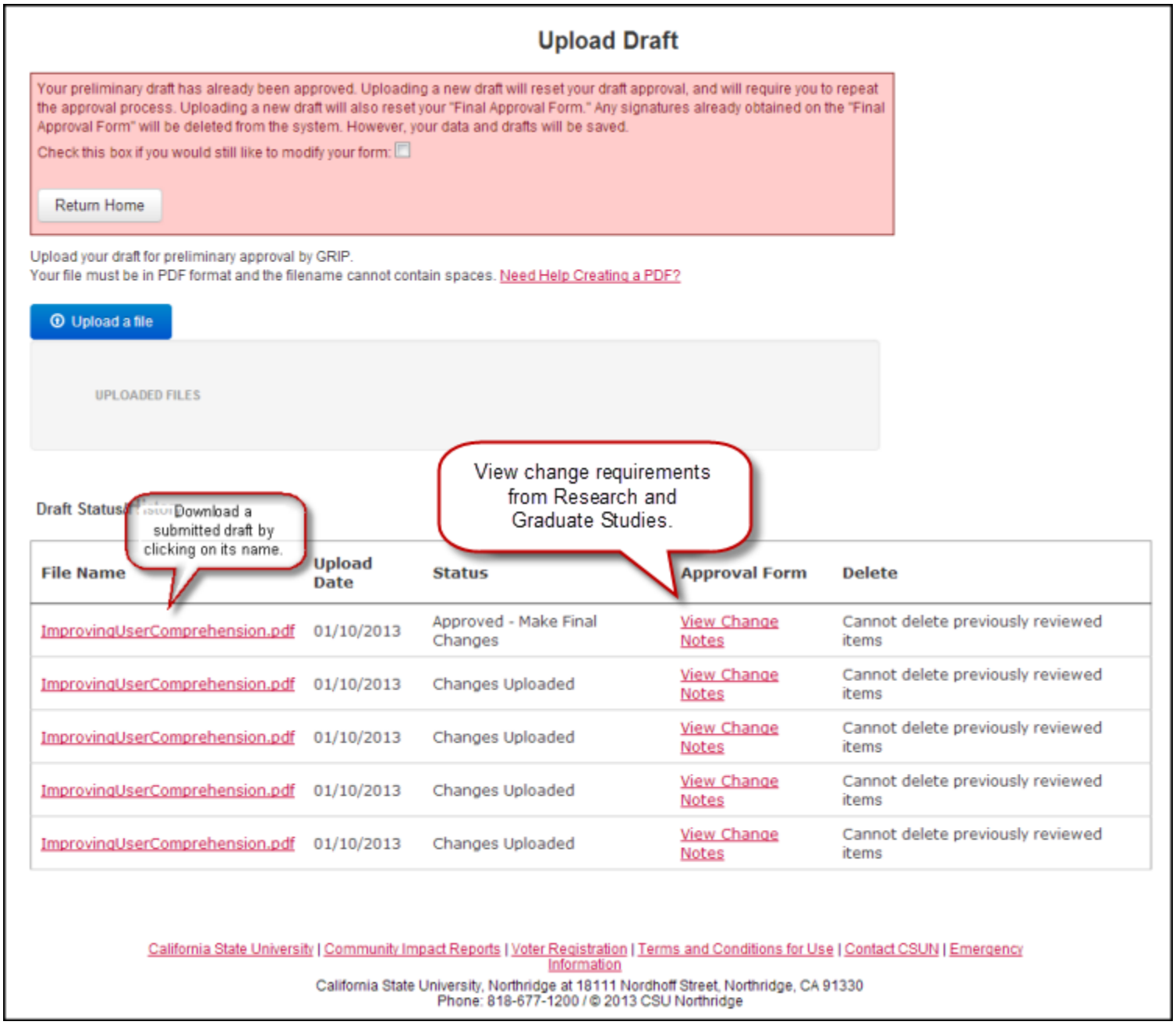

Figure 34

Submitting Your Final Approval Form

1. On your Home Page, click the "Submit Final Draft" link (See Figure 35).

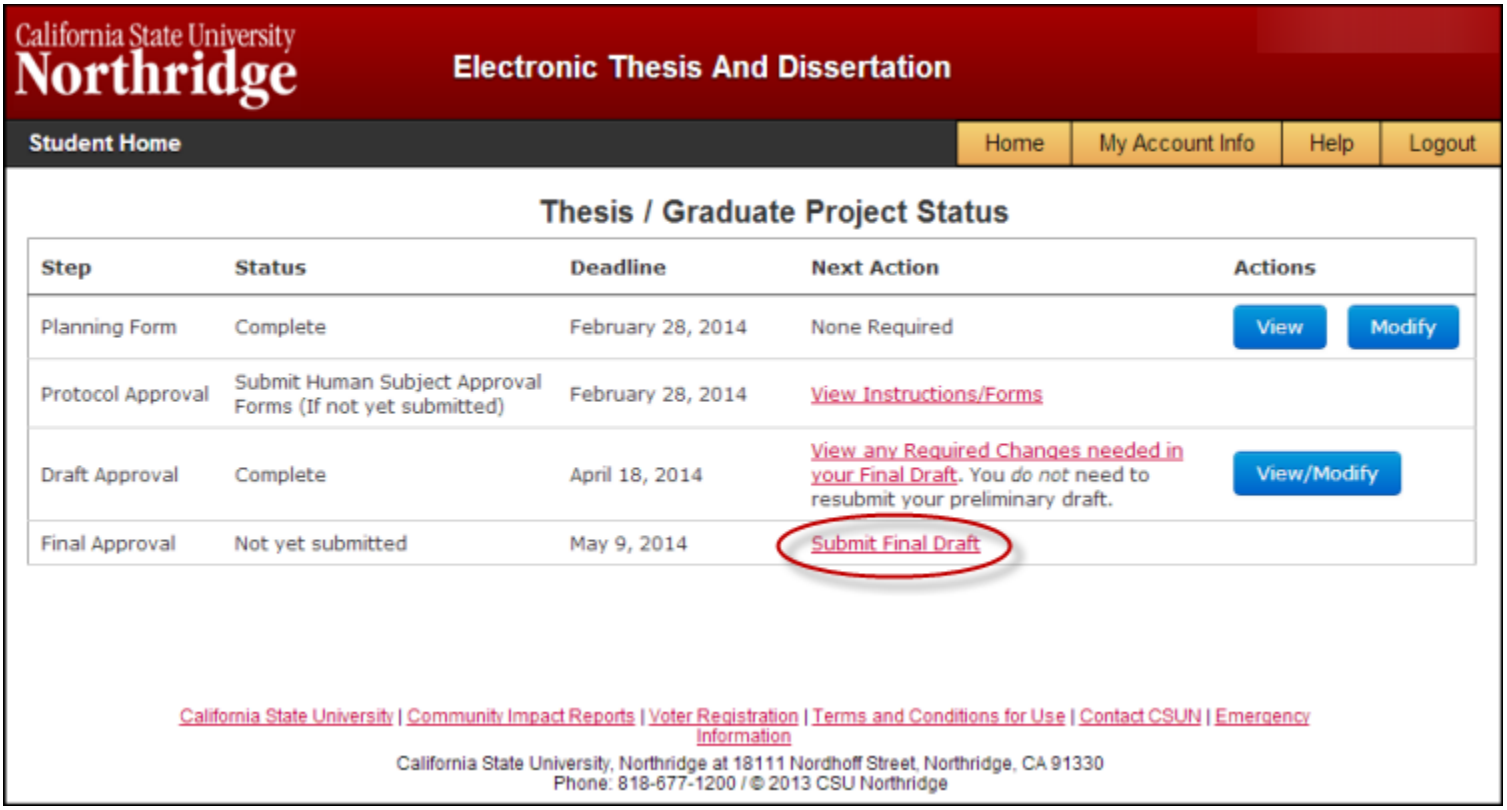

Figure 35

2. In the "Final Draft" section, click the Upload File button to upload your draft. Your draft must be a PDF (See Figure 36).

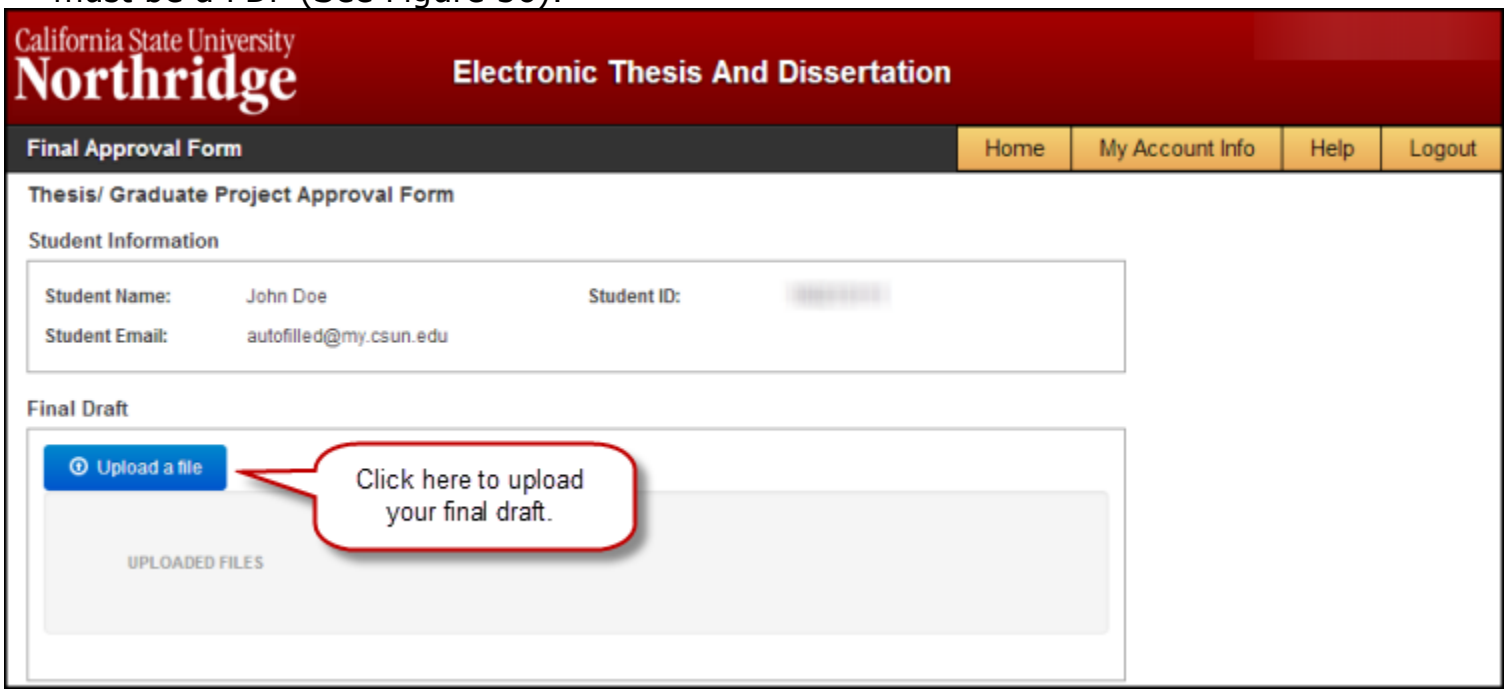

Figure 36

3. Your file name now appears. You can delete the file by clicking the red "X" (See Figure 37).

Figure 37

4. In addition to uploading a PDF of your final draft, you can also upload any number of supporting files. For example, you might have audio or video files, plain text files, or image files. These files are not required.
5. Upload any supporting files by clicking the file selection button in the "Supporting Files" section.
6. Delete supporting files by clicking the "X" icon to the right of the file name (See Figure 38).

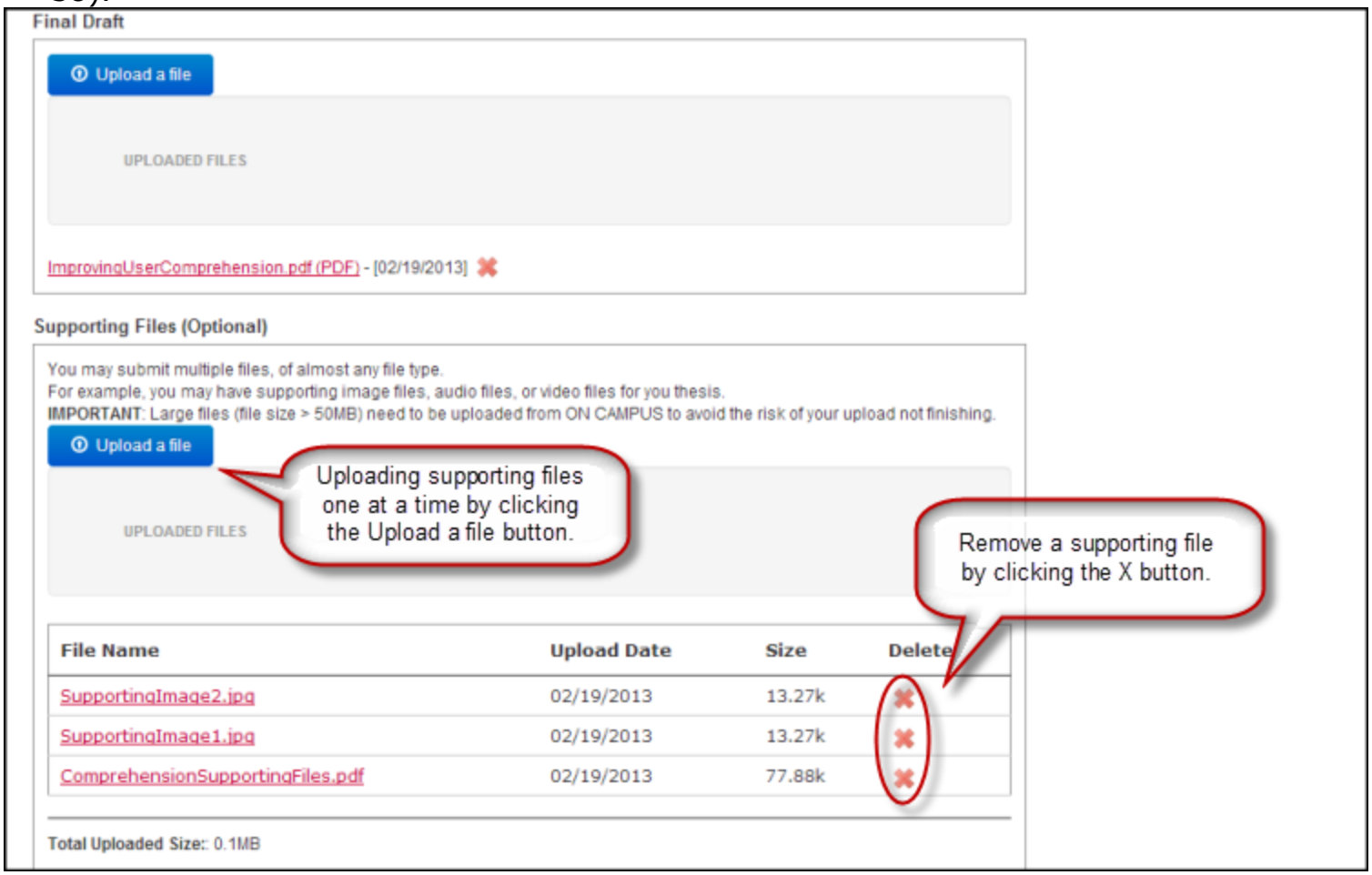

Figure 38

7. In “Thesis Overview,” click the “Add Metadata” button (See Figure 39).

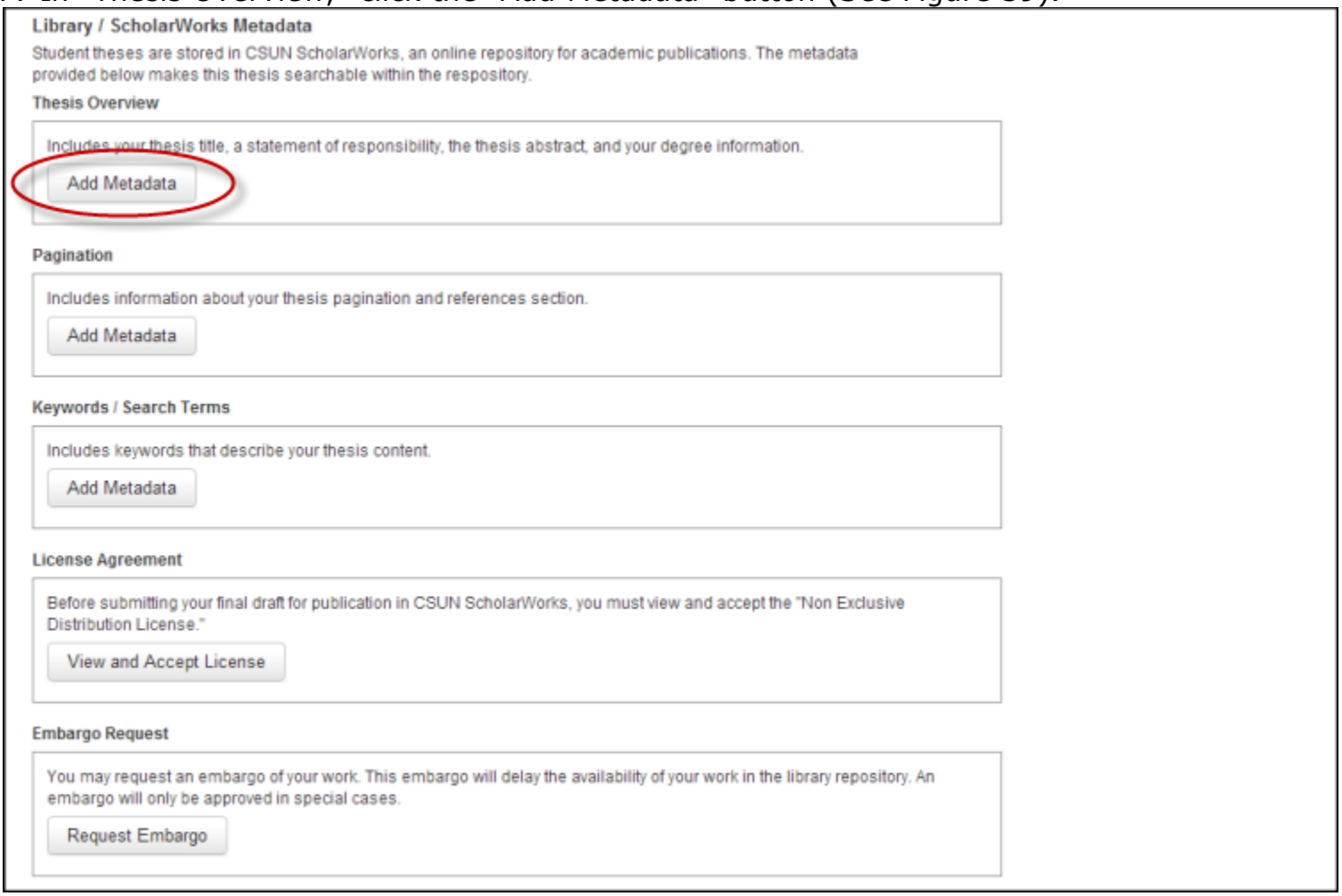

Figure 39

8. A dialog box will appear.
9. Enter the appropriate information, and click the “submit” button (See Figure 40).

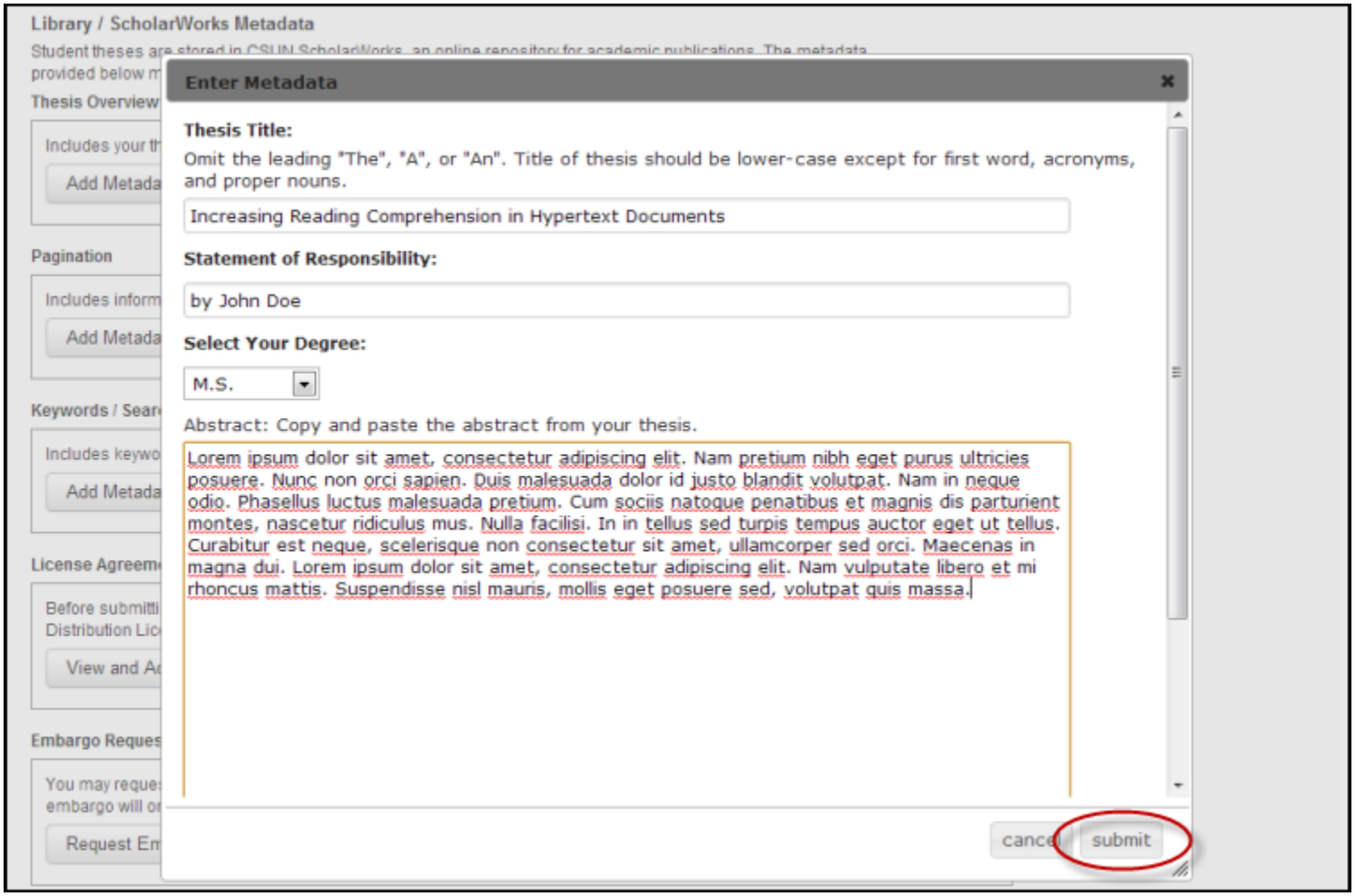

Figure 40

10. Your metadata now appears on the main form (See Figure 41).

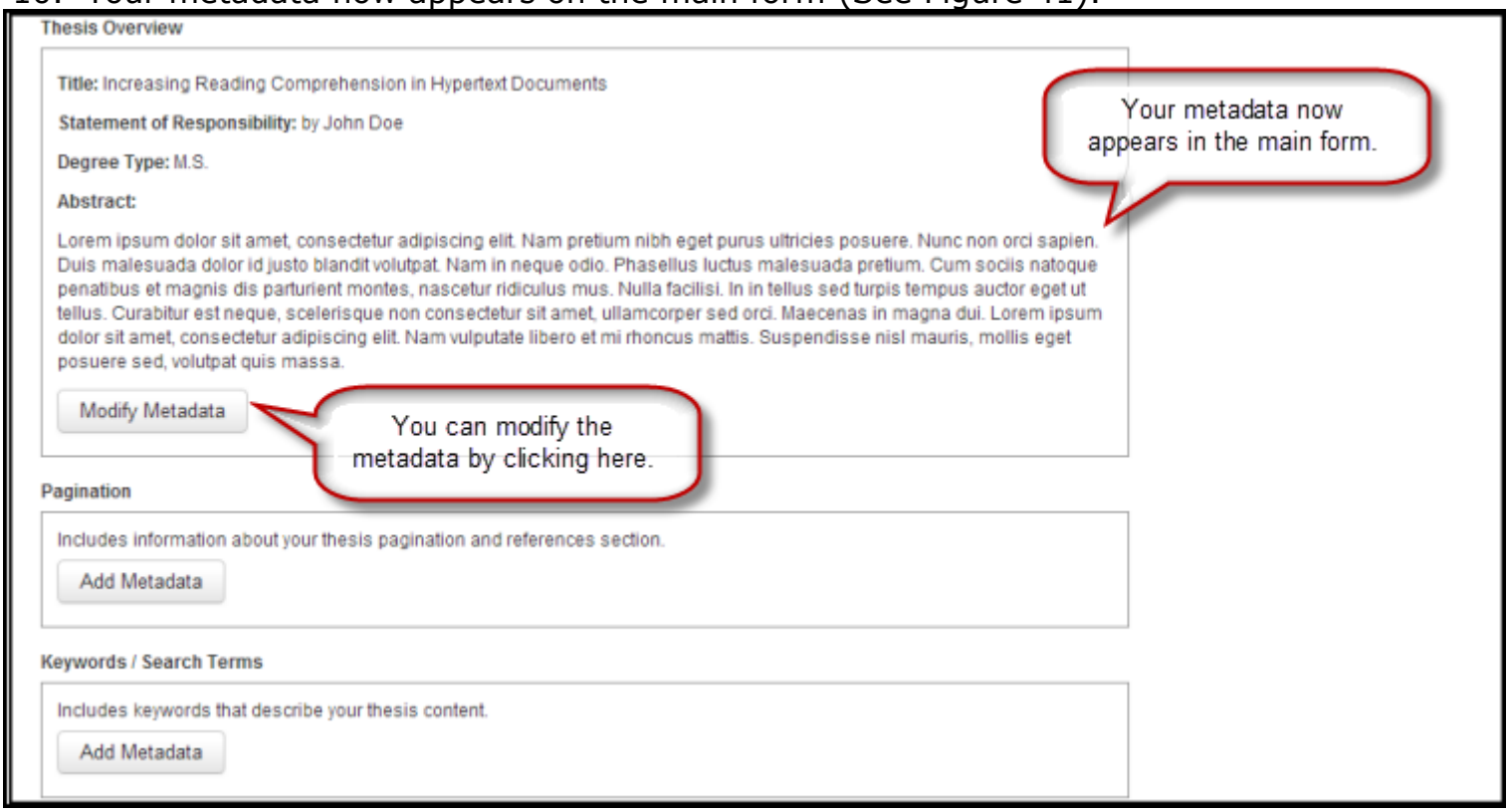

Figure 41

11. Repeat the same steps to add metadata in "Pagination"
12. For "Keywords" click the "Add Metadata" button (See Figure 42).

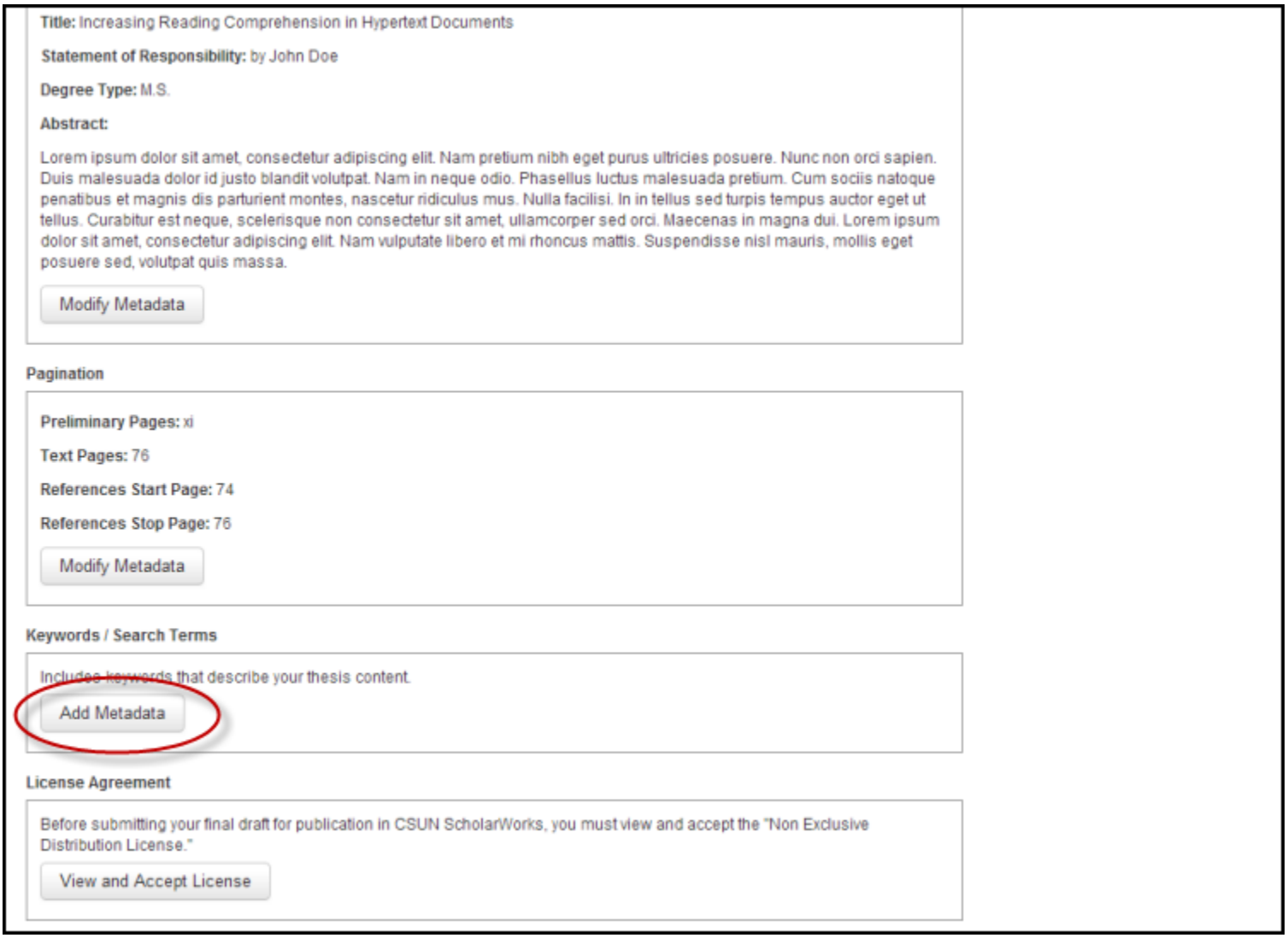

Figure 42

13. A dialog box will appear.
14. To enter a keyword, type it in the "Keyword/Phrase" box and click the "add" button.
15. You can enter multiple keywords by repeating Step #15 (See Figure 43).

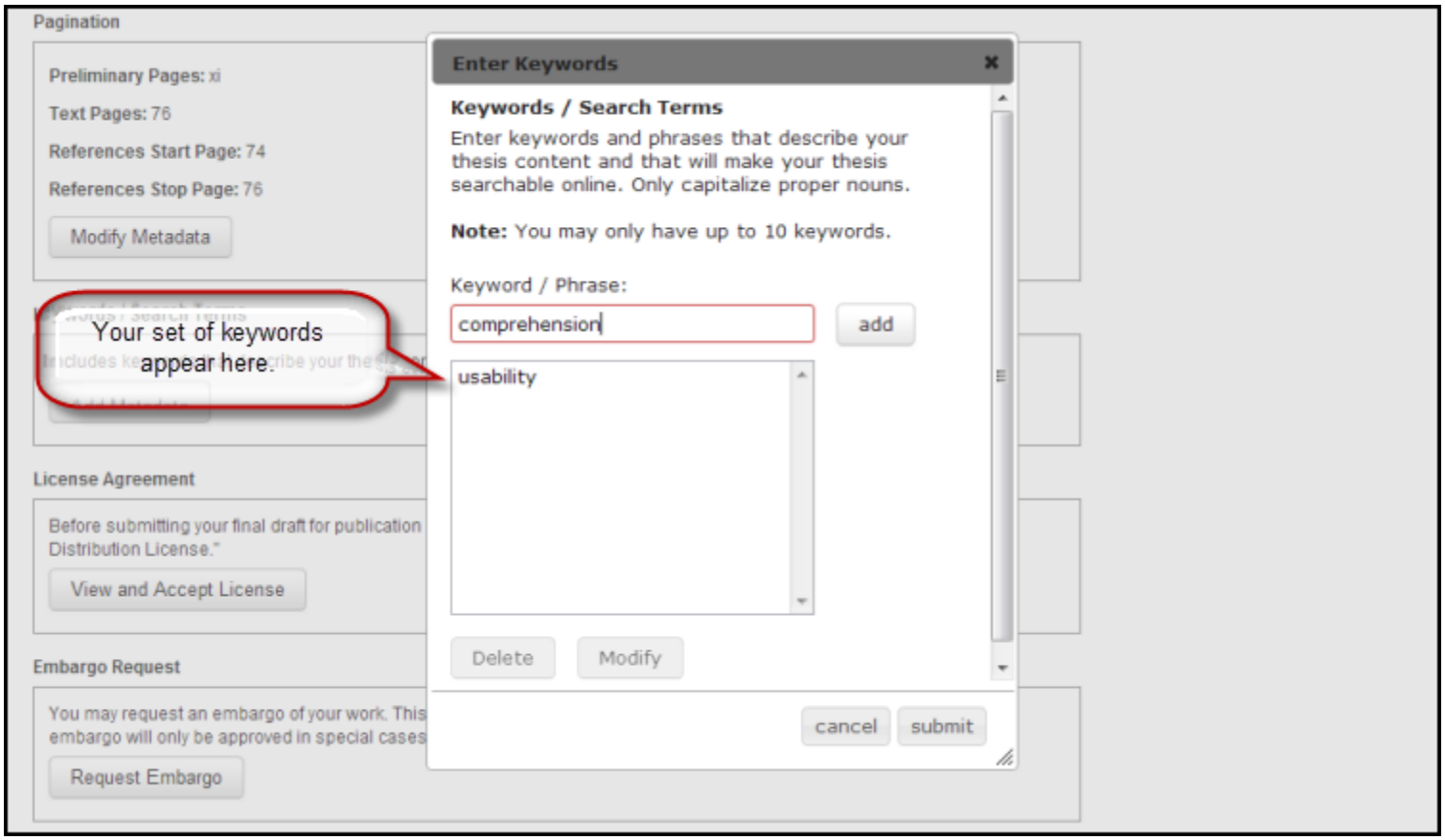

Figure 43

16. To delete or modify a keyword, select the keyword by clicking on it. Then click the appropriate button (See Figure 44).

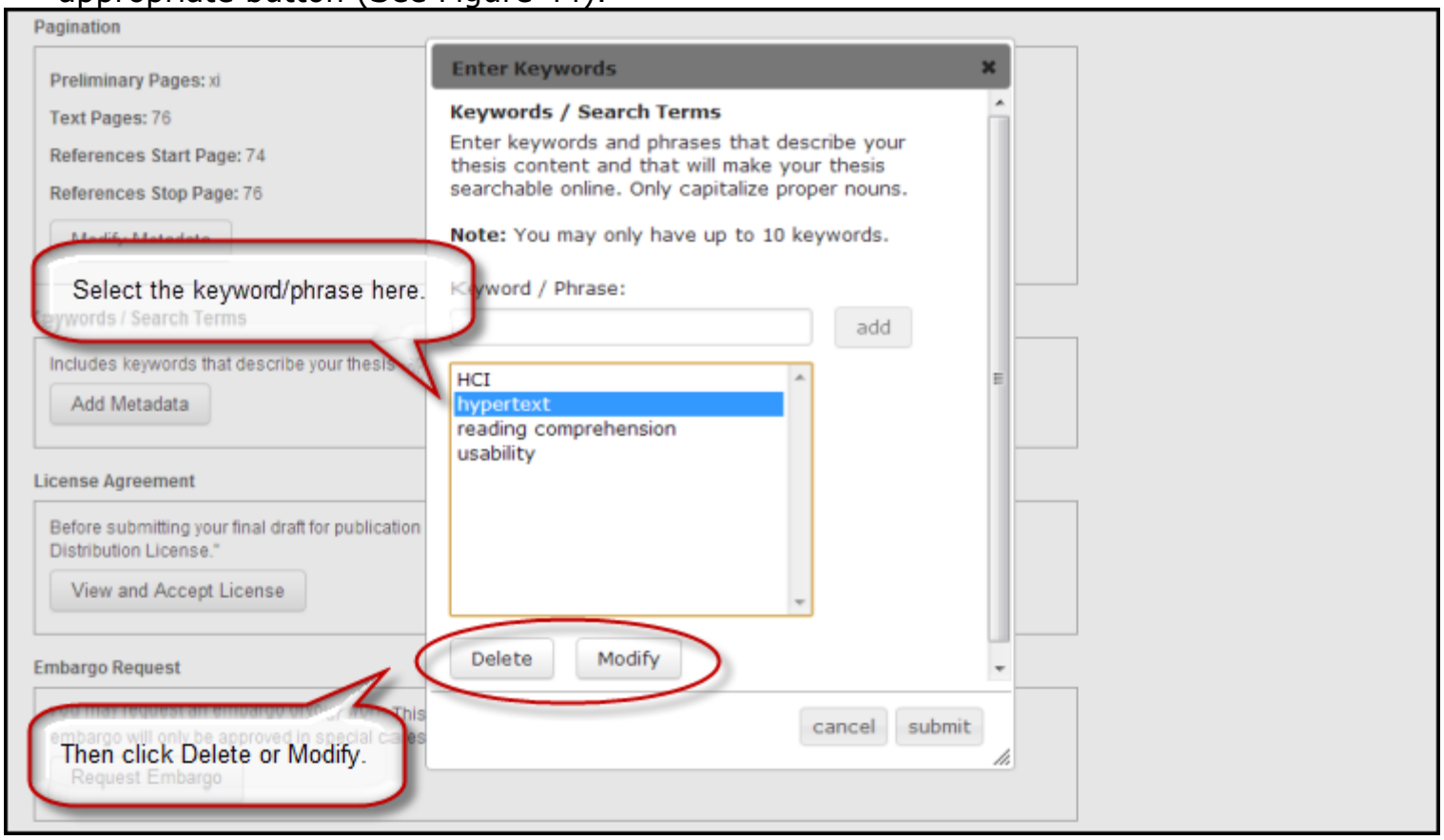

Figure 44

17. If you are modifying the keyword, it will appear in the "Keyword/Phrase" box. Modify the word, and click the "add" button.
18. When you are done entering keywords, click the "submit" button.

19. In the "License & Distribution Agreements" section, click the "View and Accept License" button (See Figure 45).

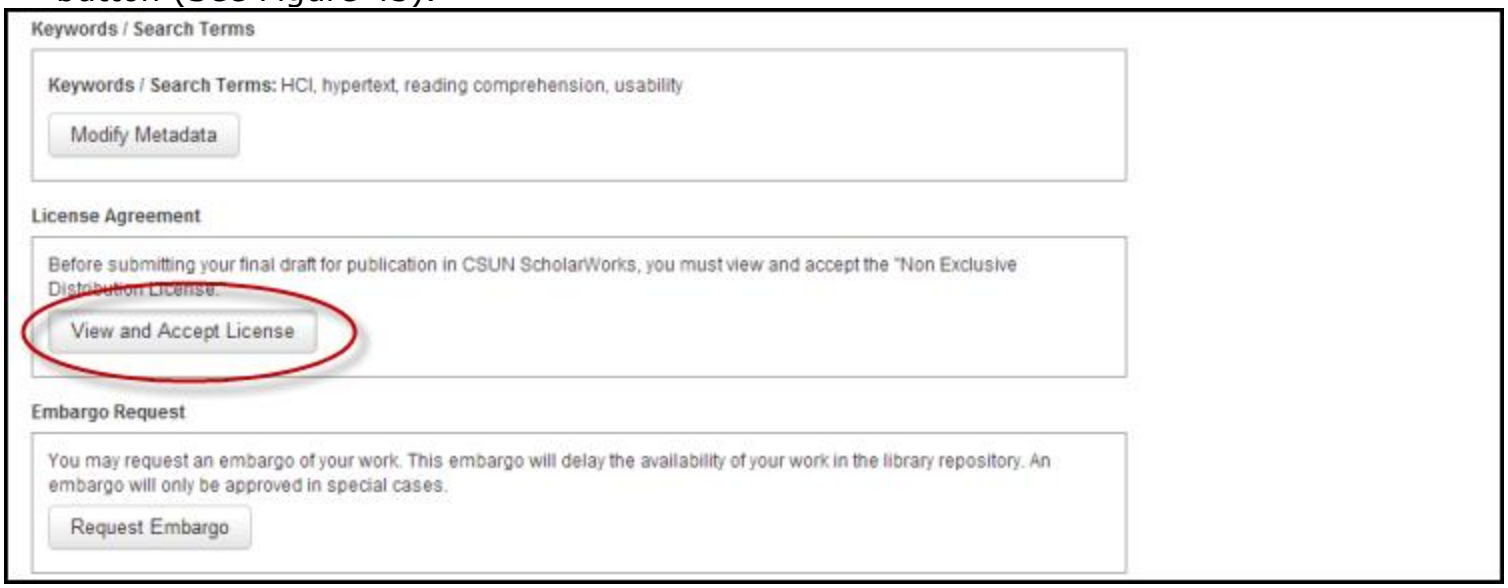

Figure 45

20. A dialog box will appear.
21. Check the box indicating you agree to the terms, and click the "submit" button (See Figure 46).

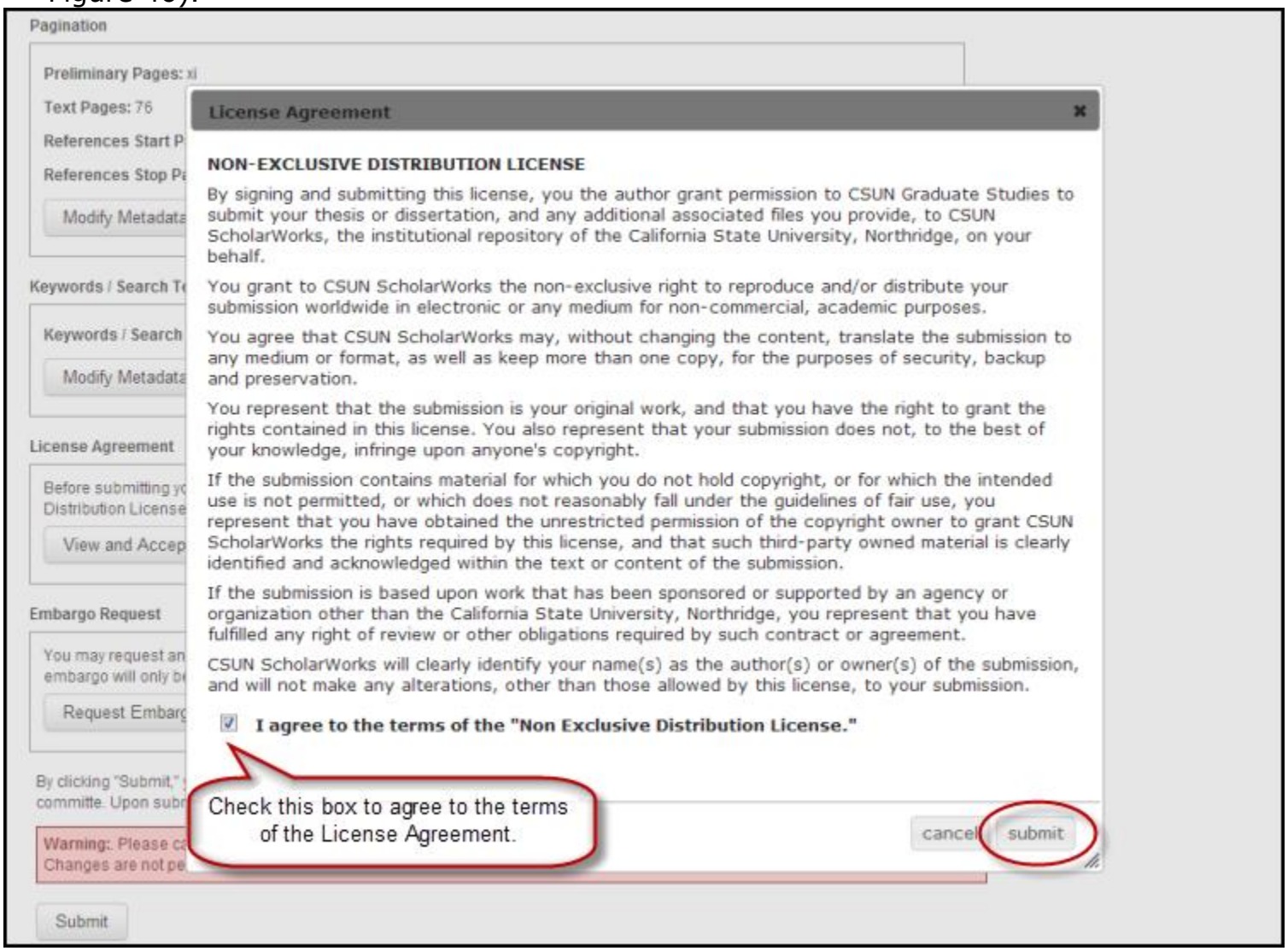

Figure 46

22. Under certain circumstances, you may request that your work be withheld from online publication for a specified period of time. This withholding of immediate publication is known as an embargo. Embargoes will only be granted in certain circumstances -- such as research involving a pending patent, grant-sponsored research, etc. In addition, an embargo request must be approved by your thesis committee. To request an embargo, click the "Request Embargo" button (See Figure 47).

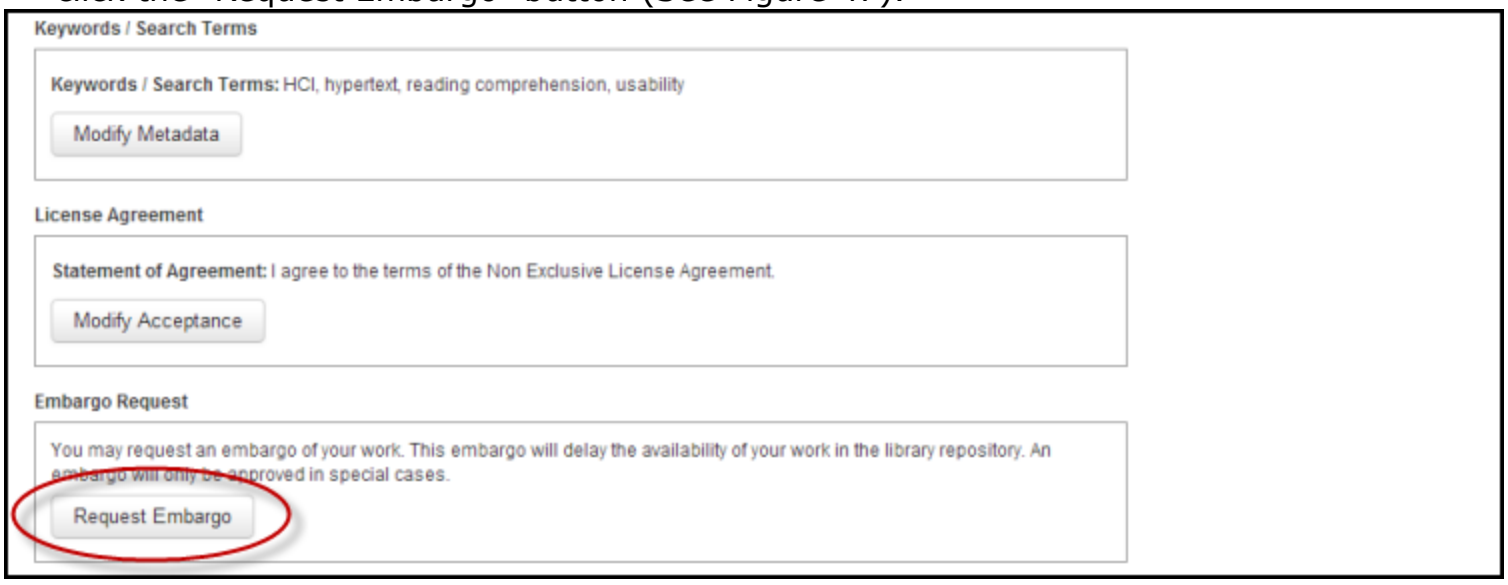

Figure 47

23. A dialog box will appear.
24. Select the embargo reason and embargo length, then click "submit" (See Figure 48).

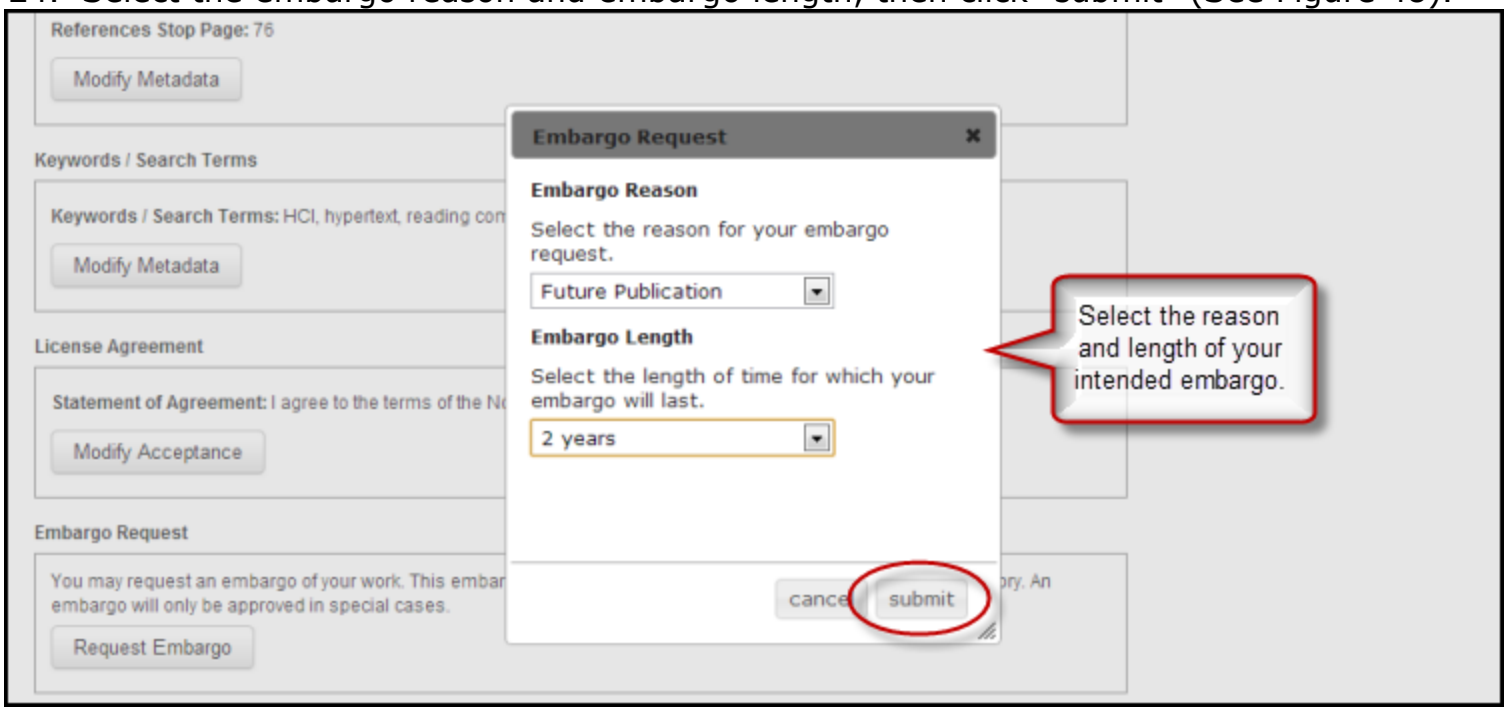

Figure 48

25. Once you have completed all the fields on the "Final Approval Form," click the "Submit" button at the bottom of the page (See Figure 49).

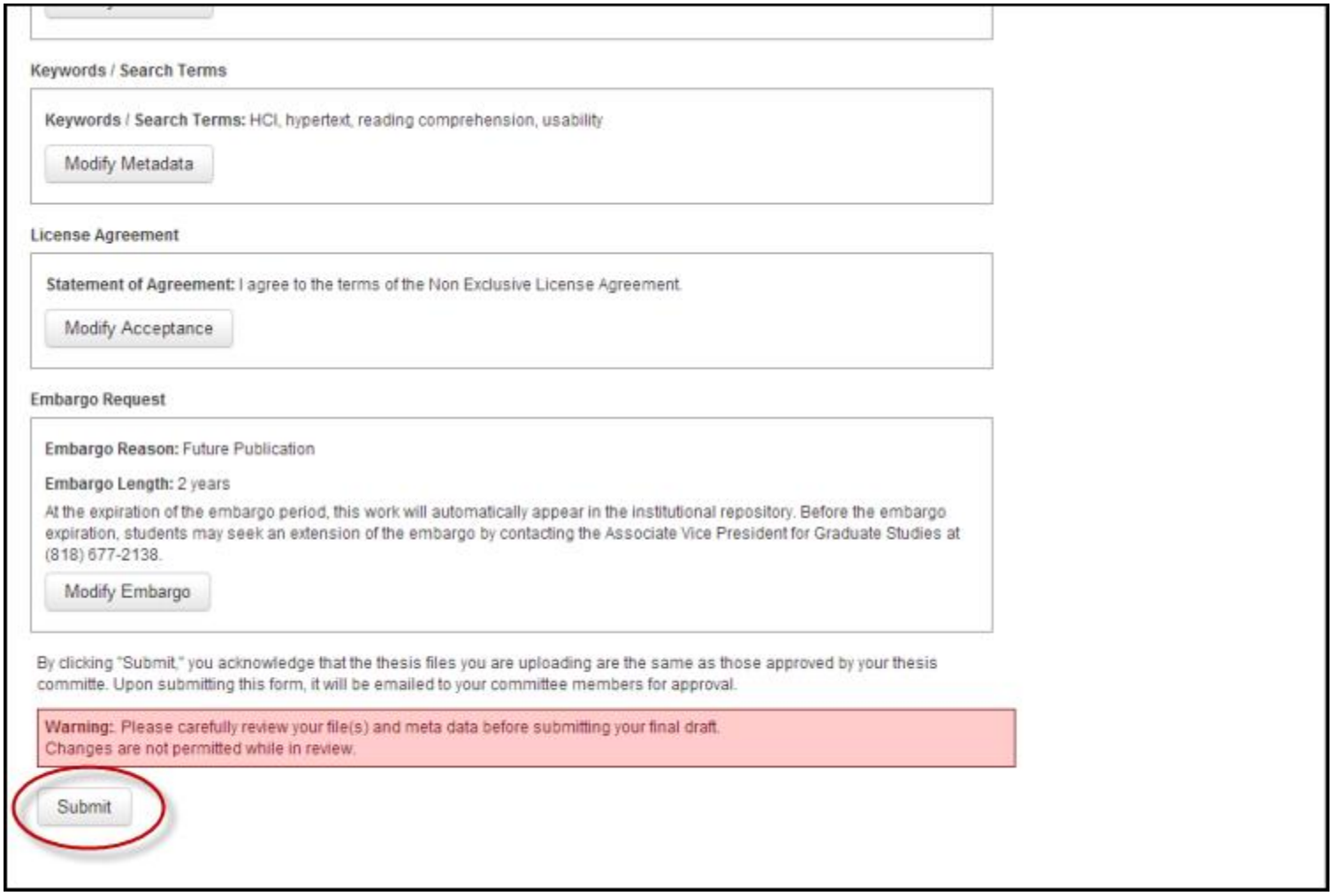

Figure 49

26. An email will be sent to each of your committee members, notifying them that your form is ready for review.

Modifying Your Final Approval Form

The only circumstance that may necessitate modifying your Final Approval Form is when any member on your committee or GRIP requires one. Even if you try to modify your Form from the Home page, a message will warn you that you cannot make changes until required to do so (See Figure 50).

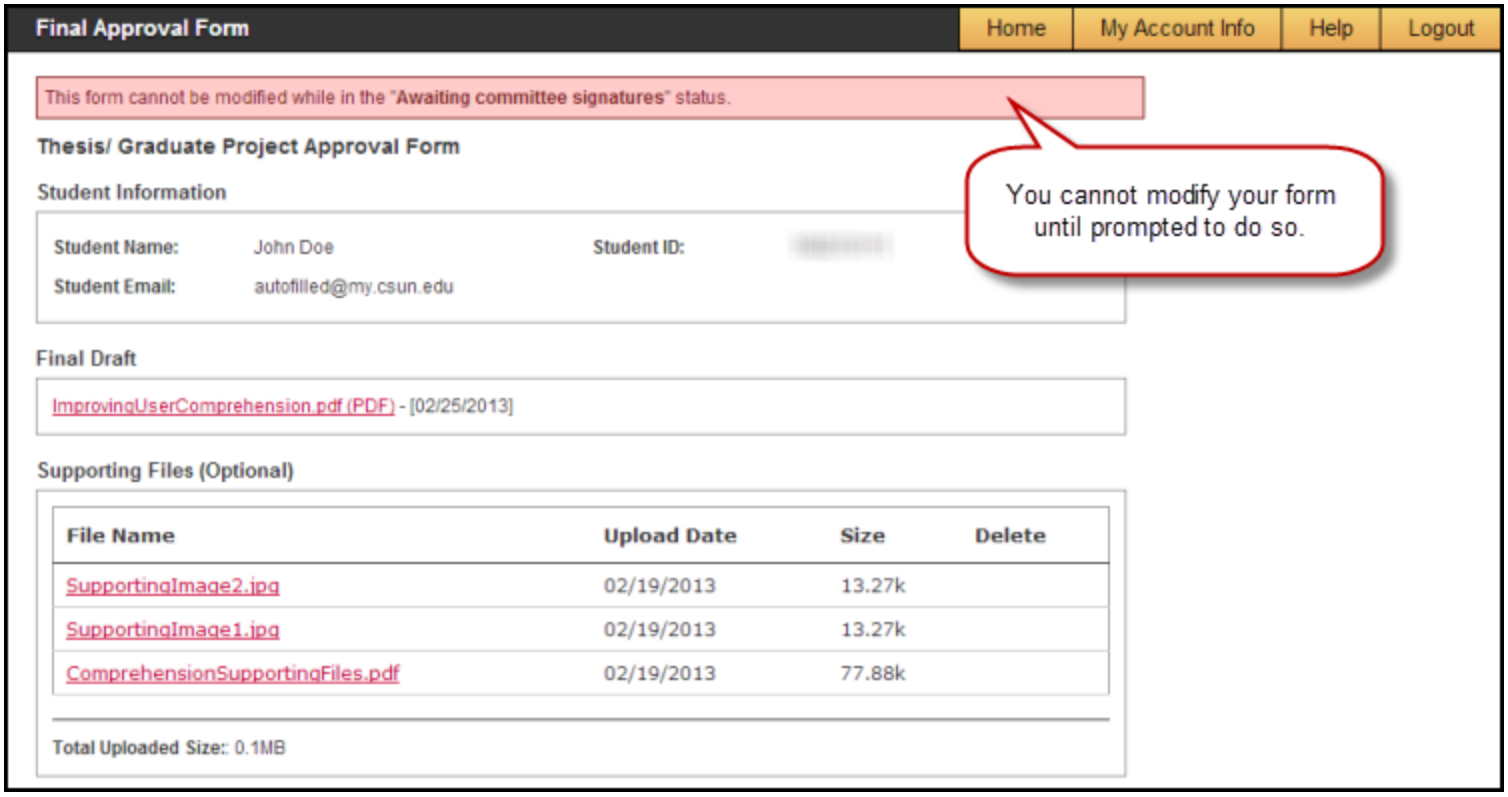

Figure 50

Making Required Changes

1. If your committee has required changes, you will receive an email from the ETD system.
2. On your Home Page, click the "View Required Changes" link (See Figure 51).

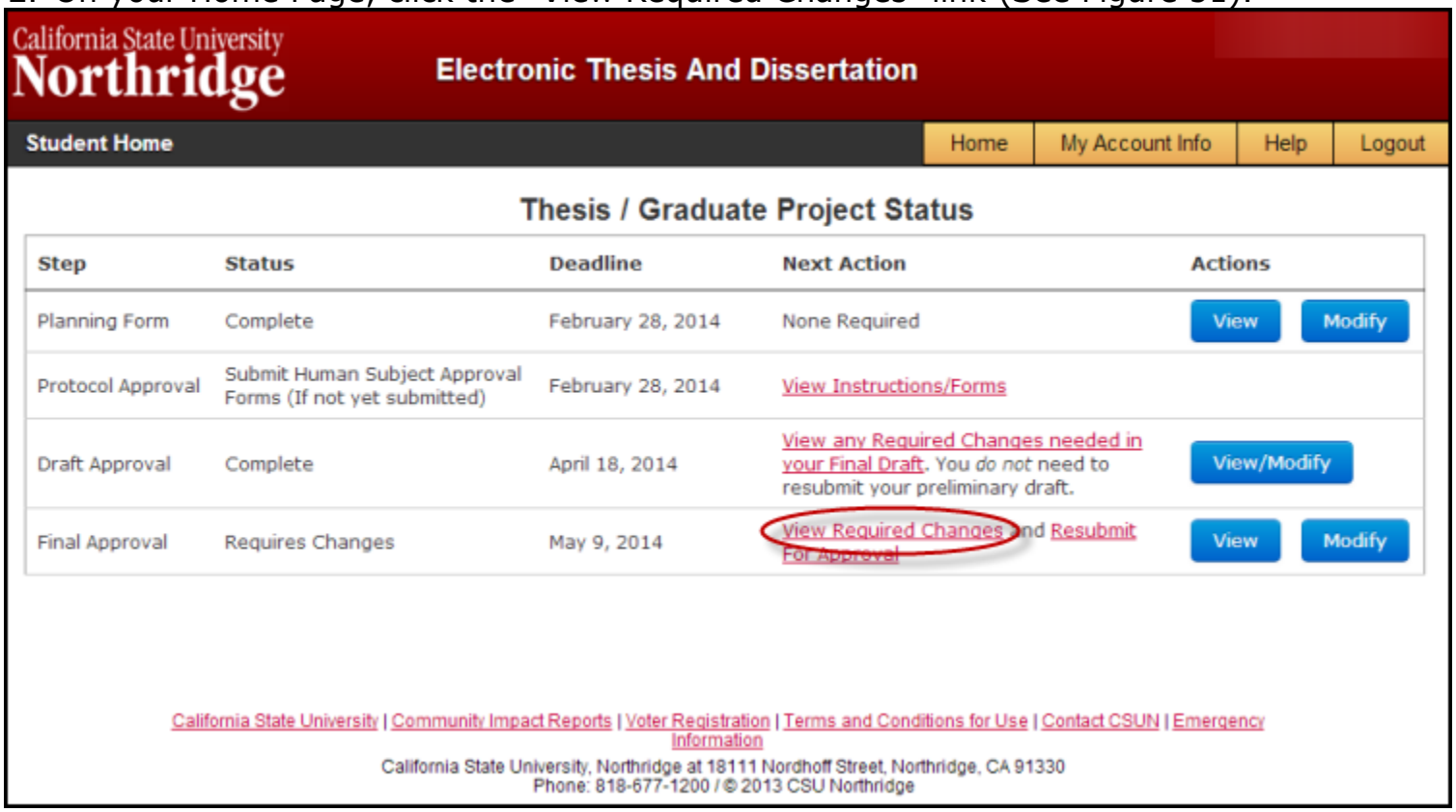

Figure 51

3. Required changes and signatures received are listed in the "Committee Approval" section.
4. To update your form, click the "Make Changes" button at the bottom of the page (See Figure 52).

Figure 52

5. To upload a different final draft, first delete the file by clicking the red "X" beside the file name. Then select a new file for upload (See Figure 53).

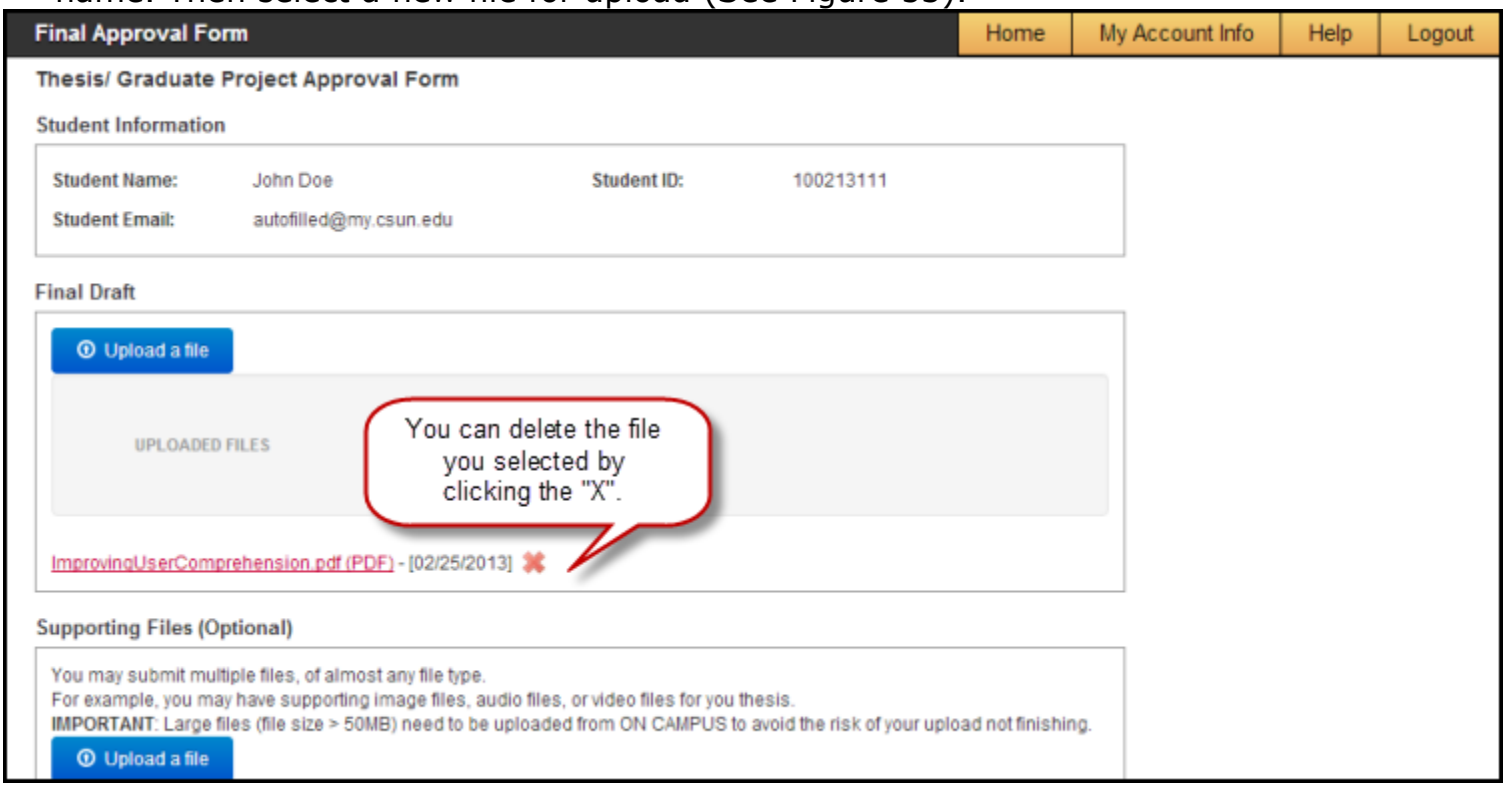

Figure 53

6. To remove supporting files, click on the "X" to the right of the file name. To add new supporting files, click the file selector button (See Figure 54).

Figure 54

7. To modify any of the metadata sections or the license agreement, click the appropriate "Modify" button, update the information in the dialog box, and click the "submit" button in the dialog box (See Figure 55).

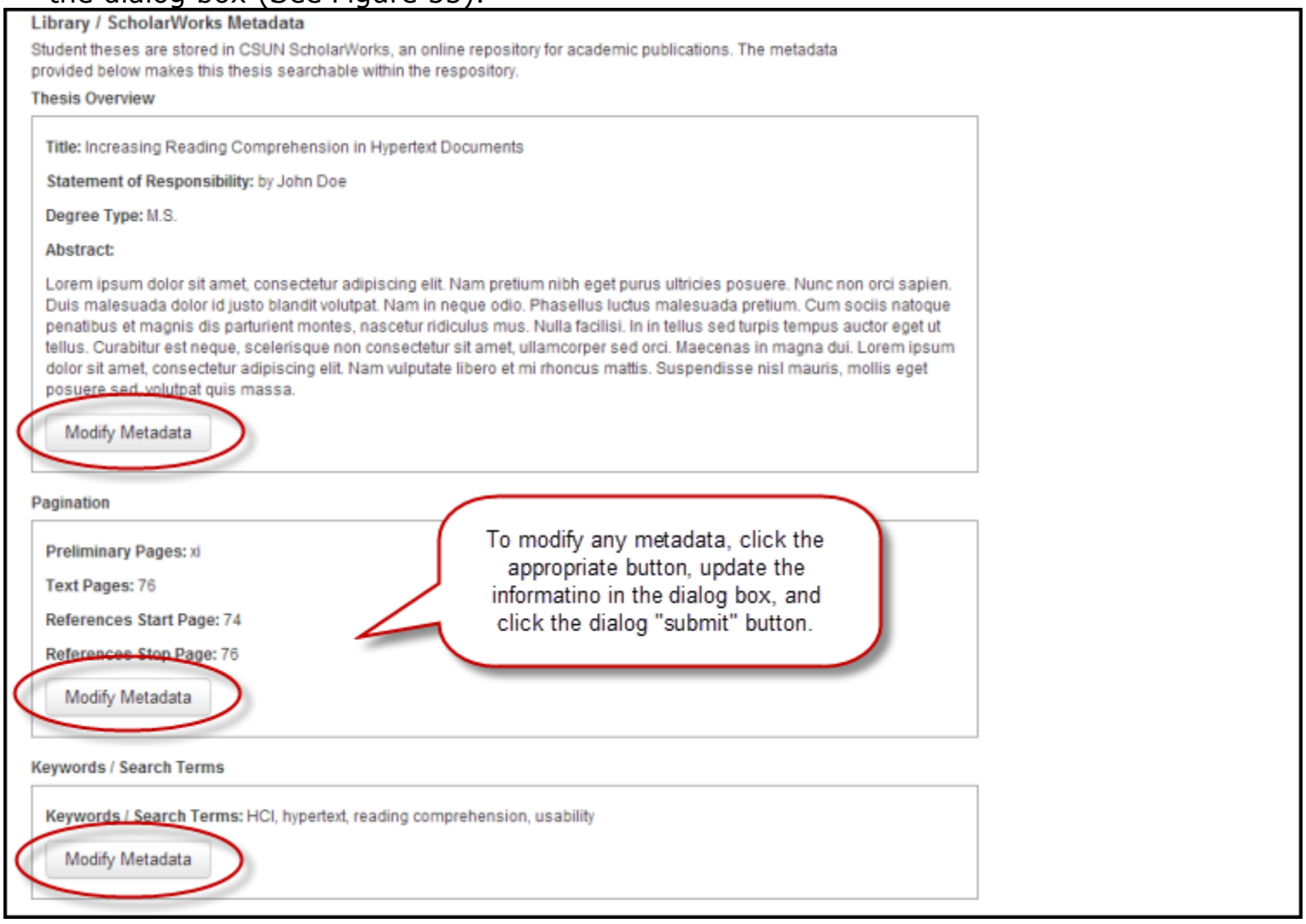

Figure 55

8. When you have updated your form, click the "Submit" button at the bottom of the page.

Viewing Your Final Approval Form / Status

1. Your Home Page displays the status of your Final Approval Form.
2. Click the "View" link on the Final Approval row to view more detailed information and see signatures (See Figure 56).

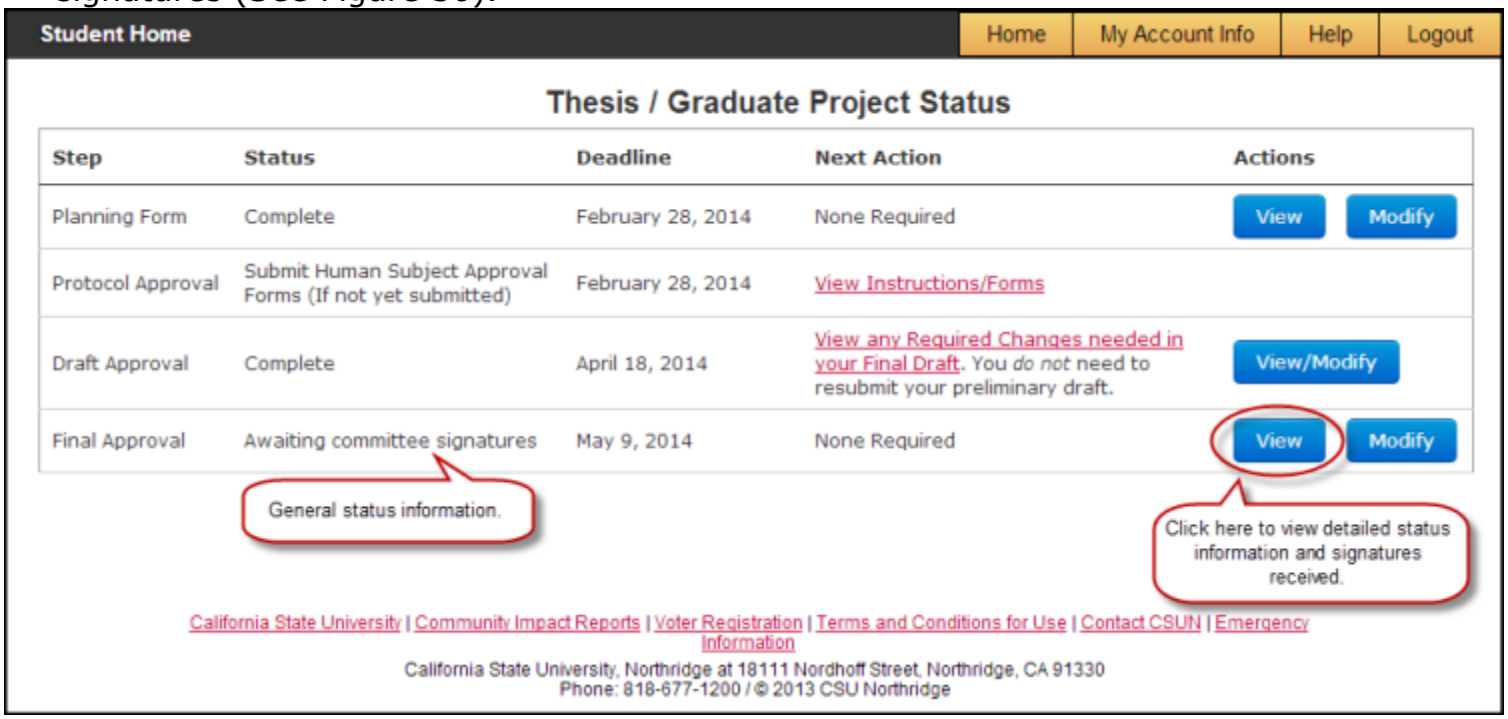

Figure 56

Submitting Your Thesis to the Library

Once your Final Approval Form is approved by your committee and you have cleared all of your graduation requirements, your files and metadata will automatically be submitted to the library. You will receive an email with information about how to access your files in the online repository.

Updating Your Account Information

You can update your personal information at any time.

1. On your Home Page, click the "My Account Info" link (See Figure 57).

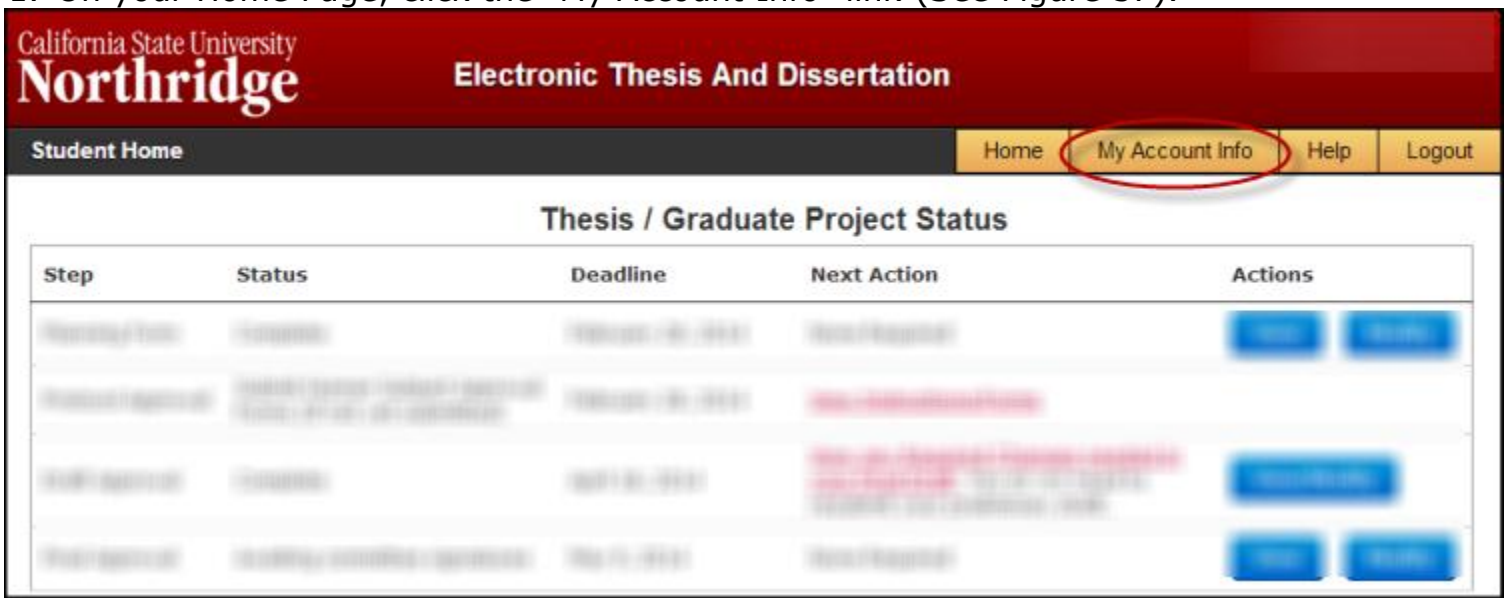

Figure 57

2. Complete the "Student Information" form with the appropriate information.
3. Click the "Update" button. This will take you back to your Home Page. Your information is now up-to-date (See Figure 58).

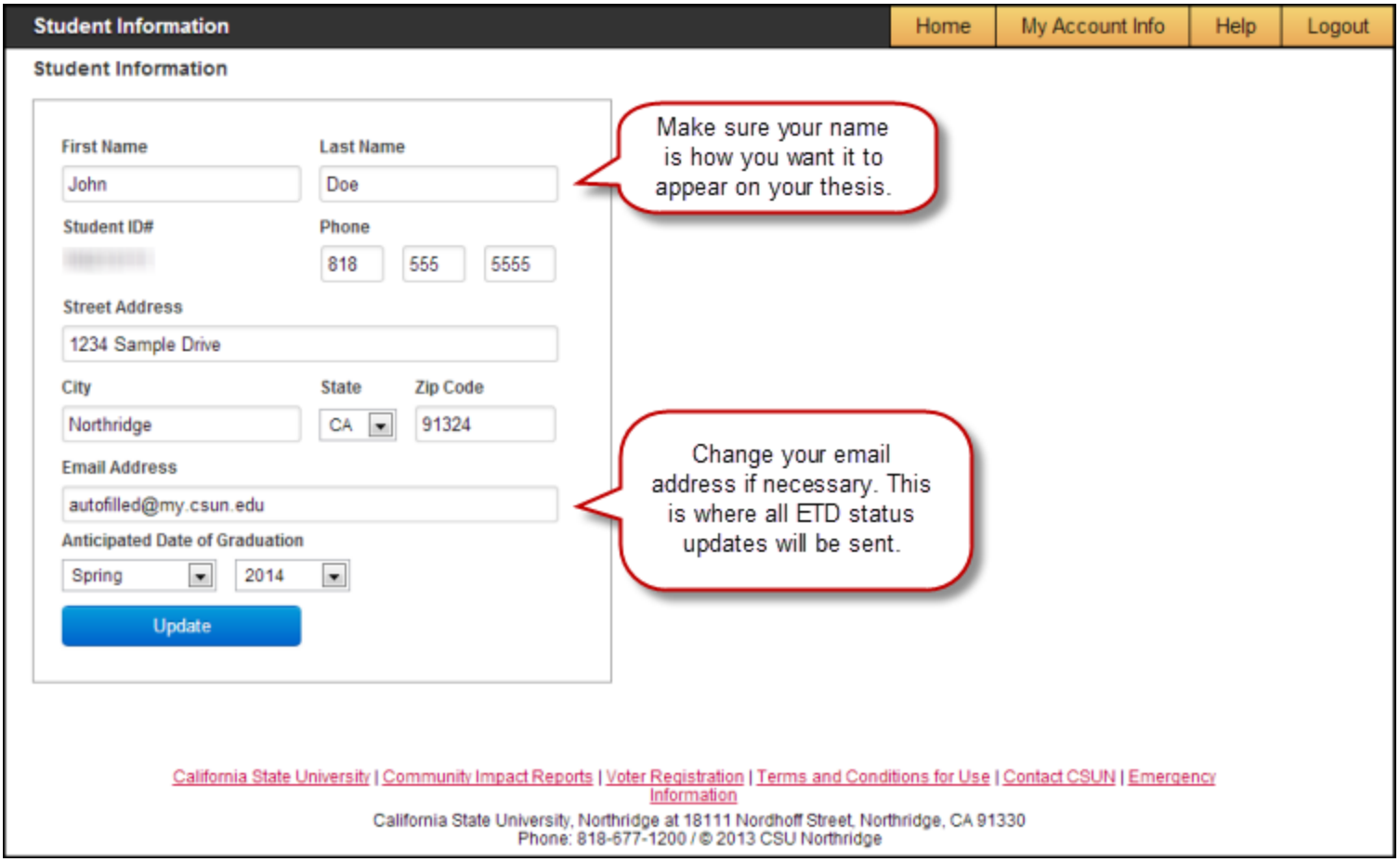

Figure 58

Logging Out of ETD

When are you finished using ETD, you should sign off by clicking the logout link on the left of the page (See Page 59).

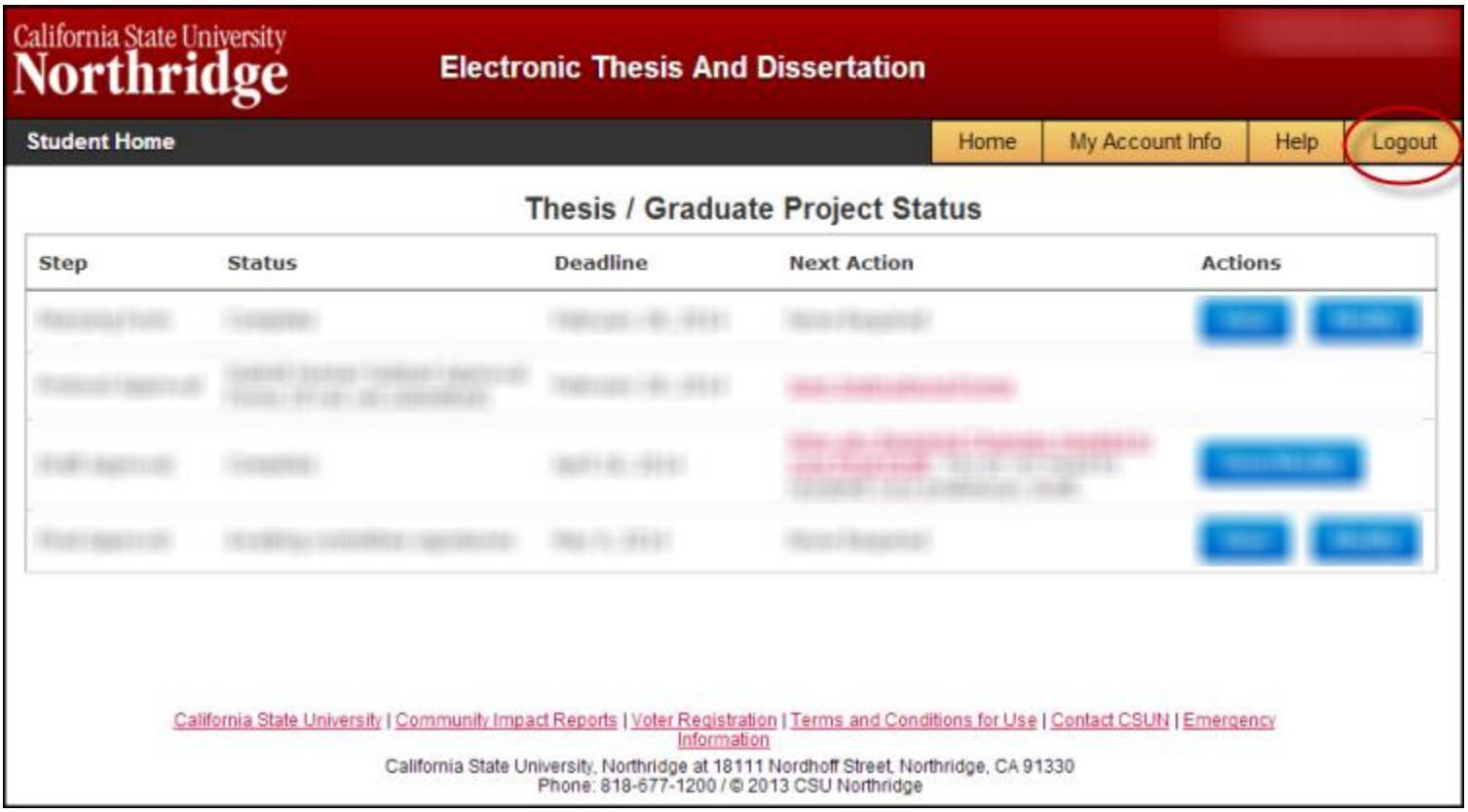
California State University
Northridge
Electronic Thesis And Dissertation
Student Home
Home
My Account Info
Help
Logout
Thesis / Graduate Project Status
Step
Status
Deadline
Next Action
Actions
California State University | Community Impact Reports | Voter Registration | Terms and Conditions for Use | Contact CSUN | Emergency Information
California State University, Northridge at 18111 Nordhoff Street, Northridge, CA 91330
Phone: 818-677-1200 / © 2013 CSU Northridge

Figure 59