

## 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.

California State University  
**Northridge** Electronic Thesis And Dissertation

Login Home Help

Use your CSUN login and password to access the system:

User ID:

Password:

Login

Use the ID and password you use to login to the myNorthridge Portal

CSUN Member: Forgot [User ID Password](#)  
Off-Campus / Guest: [Forgot Password](#)  
Click here for: [Help Getting Started](#)

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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).

California State University  
**Northridge** Electronic Thesis And Dissertation

Student Home Home My Account Info Help Logout

Thesis/ Graduate Project Status

Welcome to the Electronic Thesis and Dissertation System.  
You have not yet created a thesis. To get started,  
[Register Here](#)

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Figure 2

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

California State University  
**Northridge**

Electronic Thesis And Dissertation

Student Information

Home My Account Info Help Logout

Student Information

First Name: John Last Name: Doe

Student ID#: [Redacted] Phone: 818- [Redacted]

Street Address: 1234 Sample Drive

City: Northridge State: CA Zip Code: 91324

Email Address: autofilled@my.csun.edu

Anticipated Date of Graduation: Spring 2014

Register

Make sure your name is how you want it to appear on your thesis.

Change your email address if necessary. This is where all ETD status updates will be sent.

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Figure 3

## Completing the Planning Form

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

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
Planning Form	Not yet submitted	February 28, 2014	<a href="#">Complete Planning Form</a>	
Draft Approval	Must complete previous step	April 18, 2014		
Final Approval	Must complete previous step	May 9, 2014		

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Figure 4

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

**Thesis/ Graduate Project Planning Form**

**Student Information**

Student Name:	John Doe	Student ID:	██████████
Phone Number:	(818) 555-5555	Email:	<a href="mailto:autofilled@my.csun.edu">autofilled@my.csun.edu</a>
Address:	1234 Sample Drive Northridge, CA 91324		

**Graduation Information**

Graduation Date: Spring 2014

**Topic Information**

This includes the working title of your thesis, and general information about your area of research.

Enter Topic Info

**Committee Formation**

Select committee members for your thesis/project.

Select Committee

**Submit Form for Committee Signatures**

**Submit** Upon clicking Submit your form will be emailed to your committee members for approval.

Figure 5

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

Thesis/ Graduate Project Planning Form

Student Information

Student Name:	John Doe	Student ID:	██████████
Phone Number:	(818) 555-5555	Email:	<a href="mailto:autofilled@my.csun.edu">autofilled@my.csun.edu</a>
Address:	1234 Sample Drive Northridge, CA 91324		

Graduation Information

Graduation Date: Spring 2014

Topic Information

This includes the working title of your thesis

Committee Formation

Select committee members for your thesis

Submit Form for Committee Signature

Upon clicking Submit your form

**Thesis Topic Information** ✕

The Working Title of My Thesis/Graduate Project Is:

Research Involves the Use of:  
 Human Subject(s)  Animal Subject(s)  Neither

Department

Plan

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).

**Thesis/ Graduate Project Planning Form**

**Student Information**

Student Name:	John Doe	Student ID:	██████████
Phone Number:	(818) 555-5555	Email:	<a href="mailto:autofilled@mv.csun.edu">autofilled@mv.csun.edu</a>
Address:	1234 Sample Drive Northridge, CA 91324		

**Graduation Information**

Graduation Date:	Spring 2014
------------------	-------------

**Topic Information**

Major:	Computer Science
Working Title:	Improving user comprehension through user interface manipulation
Research Subjects:	Human Subjects

Your topic information now appears here.

**Committee Formation**

Select committee members for your thesis/project.

**Submit Form for Committee Signatures**

Upon clicking Submit your form will be emailed to your committee members for approval.

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.

Thesis/ Graduate Project Planning Form

Student Information

Student Name:	John Doe	Student ID:	XXXXXXXXXX
Phone Number:	(818) 555-5555	Email:	<a href="mailto:autofilled@my.csun.edu">autofilled@my.csun.edu</a>
Address:	1234 Sample Drive Northridge, CA 91324		

Graduation Information

Graduation Date:	Spring 2014
------------------	-------------

Topic Information

Major:	Computer Science
Working Title:	Improving user comp
Research Subjects:	Human Subjects
<input type="button" value="Modify"/>	

Committee Formation

Select committee members for your thesis/pro
<input type="button" value="Select Committee"/>

Submit Form for Committee Signatures

<input type="button" value="Submit"/>	Upon clicking Submit your form v
---------------------------------------	----------------------------------

**Select Committee Members** ✕

Your thesis committee must have one committee chair. Select your chair below.

**Thesis Committee Chair**

Department

Committee Chair Name

Your thesis committee must have at least two additional committee members, one of whom may be from off campus. Select your committee members below.

**First Committee Member**

The committee member is from:  
 On Campus  Off Campus

Department

Faculty Member Name

A list of faculty appears after you have selected a 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).

Thesis/ Graduate Project Planning Form

Student Information

Student Name:	John Doe	Student ID:	1586111111
Phone Number:	(818) 555-5555	Email:	<a href="mailto:autofilled@my.csun.edu">autofilled@my.csun.edu</a>
Address:	1234 Sample Drive Northridge, CA 91324		

Graduation Information

Graduation Date:	Spring 2014
------------------	-------------

Topic Information

Major:	Computer Science
Working Title:	Improving user comp
Research Subjects:	Human Subjects
<input type="button" value="Modify"/>	

Committee Formation

Select committee members for your thesis/pro

Submit Form for Committee Signatures

Upon clicking Submit your form v

[Add additional committee member](#) 

**Select Committee Members** ✕

---

**First Committee Member**

The committee member is from:

On Campus  Off Campus

Department

Faculty Member Name

---

**Second Committee Member**

The committee member is from:

On Campus  Off Campus

First Name  Last Name

Email Address

Confirm (Retype) Email Address


[Add additional committee member](#) 

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).

Thesis/ Graduate Project Planning Form

Student Information

Student Name: John Doe      Student ID: 100213111  
 Phone Number: (818) 555-5555      Email: [autofilled@my.csun.edu](mailto:autofilled@my.csun.edu)  
 Address: 1234 Sample Drive  
 Northridge, CA 91324

Graduation Information

Graduation Date: Spring 2014

Topic Information

Major: Computer Science  
 Working Title: Improving user comp  
 Research Subjects: Human Subjects

Modify

Committee Formation

Select committee members for your thesis/pro

Select Committee

Submit Form for Committee Signatures

Submit

Upon clicking Submit your form v

Select Committee Members

Your thesis committee must have at least two additional committee members, one of whom may be from off campus. Select your committee members below.

First Committee Member

The committee member is from:

On Campus  Off Campus

Department

Computer Science

Faculty Member Name

Second Committee Member

The committee member is from:

On Campus  Off Campus

Department

Computer Science

Faculty Member Name

[Add additional committee member](#) +

cancel

submit

330

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)



Thesis/ Graduate Project Planning Form

Student Information

Student Name: John Doe Student ID: [redacted]  
 Phone Number: (818) 555-5555 Email: [autofilled@my.csun.edu](mailto:autofilled@my.csun.edu)  
 Address: 1234 Sample Drive  
 Northridge, CA 91324

Graduation Information

Graduation Date: Spring 2014

Topic Information

Major: Computer Science  
 Working Title: Improving user comp  
 Research Subjects: Human Subjects

Modify

Committee Formation

Select committee members for your thesis/pro

Select Committee

Submit Form for Committee Signatures

Submit

Upon clicking Submit your form v

**Select Committee Members** [X]

Faculty Member Name

Second Committee Member  
 The committee member is from:  
 On Campus  Off Campus  
 Department

Faculty Member Name

Additional Committee Member  
 The committee member is from:  
 On Campus  Off Campus  
 Department

Faculty Member Name

[Remove Committee Member](#) [X]

[Add additional committee member](#) [ + ]

Figure 11

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

Thesis/ Graduate Project Planning Form

Student Information

Student Name:	John Doe	Student ID:	198913333
Phone Number:	(818) 555-5555	Email:	<a href="mailto:autofilled@mv.csun.edu">autofilled@mv.csun.edu</a>
Address:	1234 Sample Drive Northridge, CA 91324		

Graduation Information

Graduation Date:	Spring 2014
------------------	-------------

Topic Information

Major:	Computer Science
Working Title:	Improving user comp
Research Subjects:	Human Subjects

[Modify](#)

Committee Formation

Select committee members for your thesis/proj

[Select Committee](#)

Submit Form for Committee Signatures

[Submit](#) Upon clicking Submit your form v

**Select Committee Members** [X]

additional committee members, one of whom may be from off campus. Select your committee members below.

**First Committee Member**  
The committee member is from:  
 On Campus  Off Campus  
Department:   
Faculty Member Name:

**Second Committee Member**  
The committee member is from:  
 On Campus  Off Campus  
Department:   
Faculty Member Name:

[Add additional committee member](#) +

[cancel](#) [submit](#)

Figure 12

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

**Thesis/ Graduate Project Planning Form**

**Student Information**

Student Name:	John Doe	Student ID:	188611111
Phone Number:	(818) 555-5555	Email:	<a href="mailto:autofilled@my.csun.edu">autofilled@my.csun.edu</a>
Address:	1234 Sample Drive Northridge, CA 91324		

**Graduation Information**

Graduation Date:	Spring 2014
------------------	-------------

**Topic Information**

Major:	Computer Science
Working Title:	Improving user comprehension through user interface manipulation
Research Subjects:	Human Subjects
<input type="button" value="Modify"/>	

**Committee Formation**

Chair Name:	John Doe	Department:	Computer Science
Member Name:	John Doe	Department:	Computer Science
Member Name:	John Doe	Department:	Computer Science
<input type="button" value="Modify"/>			

Your committee information appears here.

**Submit Form for Committee Signatures**

Upon clicking Submit your form will be emailed to your committee members for approval.

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).

Thesis/ Graduate Project Planning Form

Student Information

Student Name:	John Doe	Student ID:	00000000
Phone Number:	(818) 555-5555	Email:	<a href="mailto:autofilled@my.csun.edu">autofilled@my.csun.edu</a>
Address:	1234 Sample Drive Northridge, CA 91324		

Graduation Information

Graduation Date:	Spring 2014
------------------	-------------

Topic Information

Major:	Computer Science
Working Title:	Improving user comprehension through user interface manipulation
Research Subjects:	Human Subjects
<input type="button" value="Modify"/>	

You can change the form information at any time by clicking the "Modify" buttons.

Committee Formation

Chair Name:	John Doe	Department:	Computer Science
Member Name:	John Doe	Department:	Computer Science
Member Name:	John Doe	Department:	Computer Science
<input type="button" value="Modify"/>			

Submit Form for Committee Signatures

Upon clicking Submit your form will be emailed to your committee members for approval.

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).

**Thesis/ Graduate Project Planning Form**

**Student Information**

Student Name:	John Doe	Student ID:	000000000
Phone Number:	(818) 555-5555	Email:	<a href="mailto:autofilled@my.csun.edu">autofilled@my.csun.edu</a>
Address:	1234 Sample Drive Northridge, CA 91324		

**Graduation Information**

Graduation Date:	Spring 2014
------------------	-------------

**Topic Information**

Major:	Computer Science
Working Title:	Improving user comprehension through user interface manipulation
Research Subjects:	Human Subjects
<input type="button" value="Modify"/>	

**Committee Formation**

Chair Name:	John Doe	Department:	Computer Science
Member Name:	John Doe	Department:	Computer Science
Member Name:	John Doe	Department:	Computer Science
<input type="button" value="Modify"/>			

**Submit Form for Committee Signatures**

Upon clicking Submit your form will be emailed to your committee members for approval.

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).

General status overview.

**Thesis / Graduate Project Status**

Step	Status	Deadline	Next Action	Actions
Planning Form	Awaiting committee signatures	February 28, 2014	None Required	<a href="#">View</a> <a href="#">Modify</a>
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	<a href="#">View Instructions/Forms</a>	
Draft Approval	Must complete previous step	April 18, 2014		
Final Approval	Must complete previous step	May 9, 2014		

Click to view more detailed status information and signatures.

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).

**Thesis / Graduate Project Status**

Step	Status	Deadline	Next Action	Actions
Planning Form	Requires Changes	February 28, 2014	<a href="#">View Required Changes and Modify Planning Form</a>	<a href="#">View</a> <a href="#">Modify</a>
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	<a href="#">View Instructions/Forms</a>	
Draft Approval	Must complete previous step	April 18, 2014		
Final Approval	Must complete previous step	May 9, 2014		

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).

**Committee Signatures**

Chair Name:	<a href="#">Thomas J. Kelly</a>	Approval Date:	
Department:	Computer Science		
Member Name:	<a href="#">John T. Johnson</a>	Approval Date:	
Department:	Computer Science		
Member Name:	<a href="#">John T. Johnson</a>		
Department:	Computer Science		
Comments:	Underdeveloped thesis.		

**Student Signature**

Student Name:	<a href="#">John Doe</a>	Date Submitted:	January 9, 2013
---------------	--------------------------	-----------------	-----------------

**Graduate Coordinator Signature**

Coordinator Name:	<a href="#">Thomas J. Kelly</a>	Approval Date:	
-------------------	---------------------------------	----------------	--

[Return Home](#) [Make Changes](#)

Once you have reviewed the comments, click here to make the required changes.

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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.

**Graduation Information**

Graduation Date: Spring 2014

**Topic Information**

Major: Computer Science  
 Working Title: Improving user comprehension through user interface manipulation  
 Research Subjects: Human

Modify

Modify the form by clicking here and updating the information in the dialog boxes.

**Committee Formation**

Chair Name: [Redacted] Department: Computer Science  
 Member Name: [Redacted] Department: Computer Science  
 Member Name: [Redacted] Department: Computer Science

Modify

**Submit Form for Committee Signatures**

Submit

Upon clicking Submit your form will be emailed to your committee members for approval.

When you have finished, click the "Submit" button.

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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).

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**Northridge** Electronic Thesis And Dissertation

Student Home Home My Account Info Help Logout

**Thesis / Graduate Project Status**

Step	Status	Deadline	Next Action	Actions
Planning Form	Awaiting committee signatures	February 28, 2014	None Required	<a href="#">View</a> <a href="#">Modify</a>
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	<a href="#">View Instructions/Forms</a>	
Draft Approval	Must complete previous step	April 18, 2014		
Final Approval	Must complete previous step	May 9, 2014		

Click this link at any time to make changes to your Planning Form.

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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).

**Planning Form** Home My Account Info Help Logout

Modifying any information on this form will reset your thesis, and will require you to resubmit this form for approval. Your "Preliminary Draft Approval Form" and "Final Approval Form" will also be reset. However, your data and drafts will be saved.

Check this box if you would still like to modify your form:

**Return Home**

To make changes, you must first check this box, acknowledging your thesis will be reset.

**Thesis/ Graduate Project Planning Form**

**Student Information**

Student Name:	John Doe	Student ID:	100012345
Phone Number:	(818) 555-5555	Email:	<a href="mailto:autofilled@my.csun.edu">autofilled@my.csun.edu</a>
Address:	1234 Sample Drive Northridge, CA 91324		

**Graduation Information**

Graduation Date:	Spring 2014
------------------	-------------

**Topic Information**

Major:	Computer Science
Working Title:	Improving user comprehension through user interface manipulation
Research Subjects:	Human

**Modify**

Modify the form by clicking here and updating the information in the dialog boxes.

**Committee Formation**

Chair Name:	<a href="#">John Doe</a>	Department:	Computer Science
Member Name:	<a href="#">Jane Smith</a>	Department:	Computer Science
Member Name:	<a href="#">Bob Johnson</a>	Department:	Computer Science

**Modify**

**Submit Form for Committee Signatures**

**Submit** Upon clicking Submit your form will be emailed to your committee members for approval.

When you have finished, click the "Submit" button.

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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).

**Thesis / Graduate Project Status**

Step	Status	Deadline	Next Action	Actions
Planning Form	Awaiting GRIP approval	February 28, 2014	None Required	<a href="#">View</a> <a href="#">Modify</a>
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	<a href="#">View Instructions/Forms</a>	
Draft Approval	Not Yet Submitted	April 18, 2014	<a href="#">Submit Draft For Approval</a>	
Final Approval	Must complete previous step	May 9, 2014		

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).

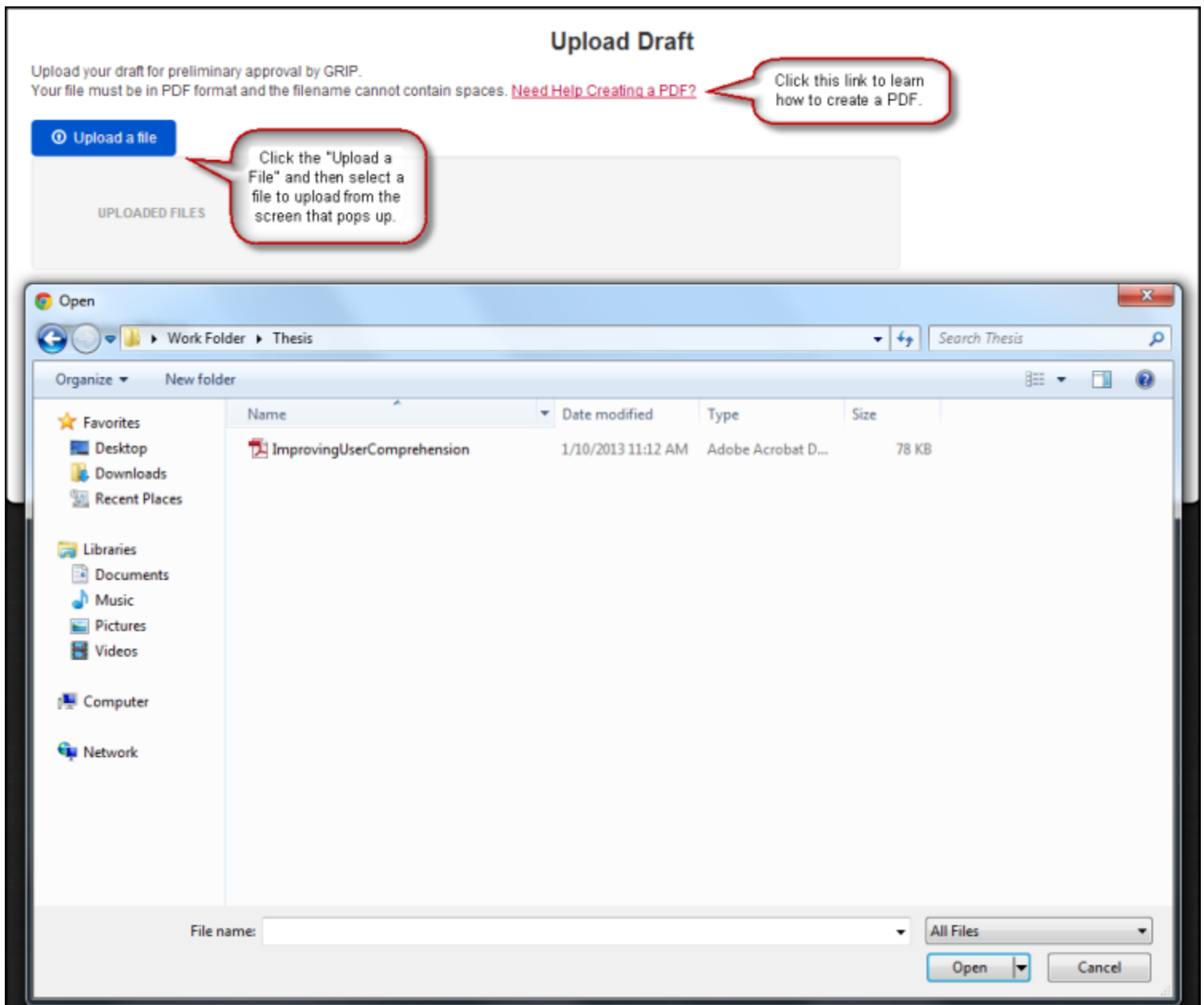


Figure 23

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).

### Upload Draft

Upload your draft for preliminary approval by GRIP.  
Your file must be in PDF format and the filename cannot contain spaces. [Need Help Creating a PDF?](#)

[Upload a file](#)

You can upload a new draft by clicking here.

UPLOADED FILES

Draft Status/ History

You can delete a file by clicking the "X," as long as the file has not yet been reviewed.

File Name	Upload Date	Status	Approval Form	Delete
<a href="#">ImprovingUserComprehension.pdf</a>	01/10/2013	Awaiting Review		X

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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).

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Electronic Thesis And Dissertation

Student Home

[Home](#)
[My Account Info](#)
[Help](#)
[Logout](#)

#### Thesis / Graduate Project Status

Step	Status	Deadline	Next Action	Actions
Planning Form	Awaiting GRIP approval	February 28, 2014	None Required	<a href="#">View</a> <a href="#">Modify</a>
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	<a href="#">View Instructions/Forms</a>	
Draft Approval	Awaiting GRIP Review	April 18, 2014	None Required	<a href="#">View/Modify</a>
Final Approval	Must complete previous step	May 9, 2014		

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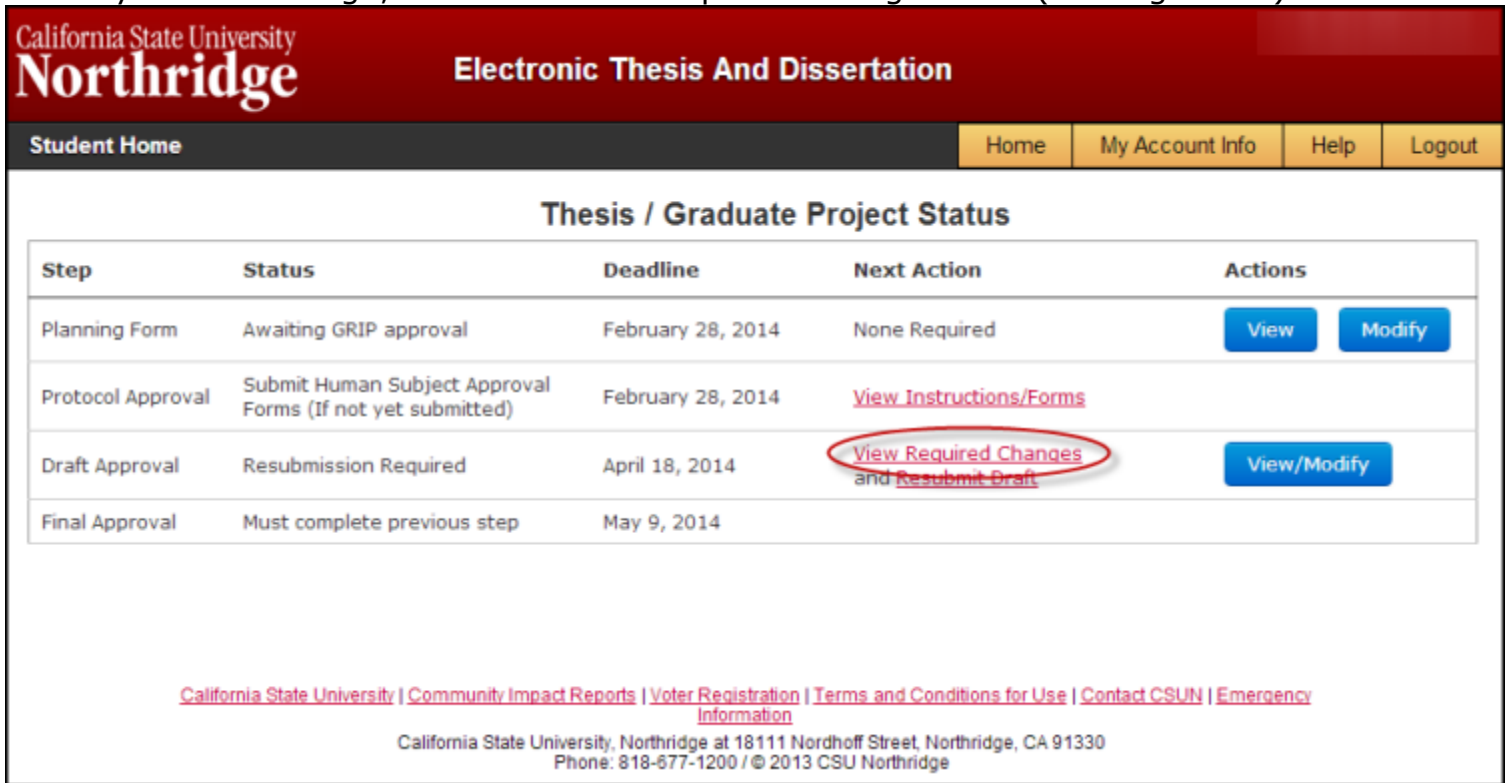
Figure 25

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).



The screenshot shows the "Electronic Thesis And Dissertation" portal for California State University Northridge. The page features a navigation bar with "Student Home", "Home", "My Account Info", "Help", and "Logout". The main content area is titled "Thesis / Graduate Project Status" and contains a table with the following data:

Step	Status	Deadline	Next Action	Actions
Planning Form	Awaiting GRIP approval	February 28, 2014	None Required	<a href="#">View</a> <a href="#">Modify</a>
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	<a href="#">View Instructions/Forms</a>	
Draft Approval	Resubmission Required	April 18, 2014	<a href="#">View Required Changes and Resubmit Draft</a>	<a href="#">View/Modify</a>
Final Approval	Must complete previous step	May 9, 2014		

At the bottom of the page, there are links for "California State University", "Community Impact Reports", "Voter Registration", "Terms and Conditions for Use", "Contact CSUN", and "Emergency Information". The footer text reads: "California State University, Northridge at 18111 Nordhoff Street, Northridge, CA 91330 Phone: 818-877-1200 / © 2013 CSU Northridge".

Figure 26

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

Preliminary Draft Checklist

Student Name: John Doe      Evaluator Name: [Redacted]  
File Name: ImprovingUserComprehension.pdf      Review Date: 01/10/2013

Required Changes

Title Page: Title needs to be lower case only

Required Action

Your draft has been approved. Make the required changes (if any) indicated above in your final submission. **You do not need to resubmit your draft for review.**

Return Home

Click here after you are done reviewing your required changes.

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Figure 27

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

Thesis / Graduate Project Status

Step	Status	Deadline	Next Action	Actions
Planning Form	Awaiting GRIP approval	February 28, 2014	None Required	<a href="#">View</a> <a href="#">Modify</a>
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	<a href="#">View Instructions/Forms</a>	
Draft Approval	Resubmission Required	April 18, 2014	<a href="#">View Required Changes and Resubmit Draft</a>	<a href="#">View/Modify</a>
Final Approval	Must complete previous step	May 9, 2014		

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Phone: 818-677-1200 / © 2013 CSU Northridge

Figure 28

- 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).

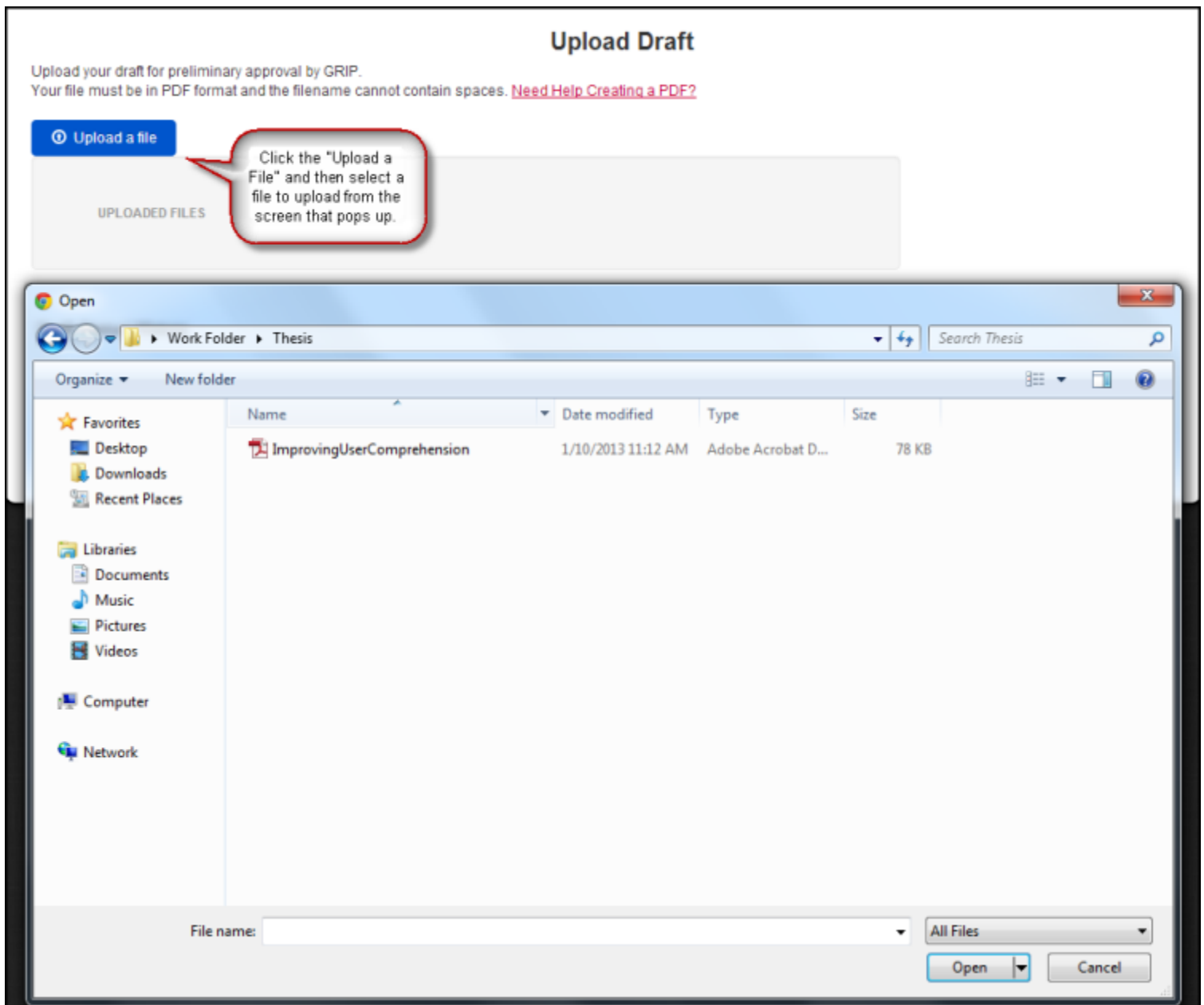


Figure 29

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).

**Thesis / Graduate Project Status**

Step	Status	Deadline	Next Action	Actions
Planning Form	Awaiting GRIP approval	February 28, 2014	None Required	<a href="#">View</a> <a href="#">Modify</a>
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	<a href="#">View Instructions/Forms</a>	
Draft Approval	<b>Appointment Required</b>	April 18, 2014	Schedule an Appointment with GRIP: (818) 677-4800	<a href="#">View/Modify</a>
Final Approval	Must complete previous step	May 9, 2014		

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 an 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.





**Thesis / Graduate Project Status**

Step	Status	Deadline	Next Action	Actions
Planning Form	Awaiting GRIP approval	February 28, 2014	None Required	<a href="#">View</a> <a href="#">Modify</a>
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	<a href="#">View Instructions/Forms</a>	
Draft Approval	Complete	April 18, 2014	<a href="#">View any Required Changes needed in your Final Draft.</a> You do not need to resubmit your preliminary draft.	<a href="#">View/Modify</a>
Final Approval	Not yet submitted	May 9, 2014	<a href="#">Submit Final Draft</a>	

Figure 33

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

## Upload Draft

Your preliminary draft has already been approved. Uploading a new draft will reset your draft approval, and will require you to repeat the approval process. Uploading a new draft will also reset your "Final Approval Form." Any signatures already obtained on the "Final Approval Form" will be deleted from the system. However, your data and drafts will be saved.

Check this box if you would still like to modify your form:

[Return Home](#)

Upload your draft for preliminary approval by GRIP.

Your file must be in PDF format and the filename cannot contain spaces. [Need Help Creating a PDF?](#)

[Upload a file](#)

UPLOADED FILES

Draft Status

Download a submitted draft by clicking on its name.

View change requirements from Research and Graduate Studies.

File Name	Upload Date	Status	Approval Form	Delete
<a href="#">ImprovingUserComprehension.pdf</a>	01/10/2013	Approved - Make Final Changes	<a href="#">View Change Notes</a>	Cannot delete previously reviewed items
<a href="#">ImprovingUserComprehension.pdf</a>	01/10/2013	Changes Uploaded	<a href="#">View Change Notes</a>	Cannot delete previously reviewed items
<a href="#">ImprovingUserComprehension.pdf</a>	01/10/2013	Changes Uploaded	<a href="#">View Change Notes</a>	Cannot delete previously reviewed items
<a href="#">ImprovingUserComprehension.pdf</a>	01/10/2013	Changes Uploaded	<a href="#">View Change Notes</a>	Cannot delete previously reviewed items
<a href="#">ImprovingUserComprehension.pdf</a>	01/10/2013	Changes Uploaded	<a href="#">View Change Notes</a>	Cannot delete previously reviewed items

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Figure 34

## Submitting Your Final Approval Form

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

**Thesis / Graduate Project Status**

Step	Status	Deadline	Next Action	Actions
Planning Form	Complete	February 28, 2014	None Required	<a href="#">View</a> <a href="#">Modify</a>
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	<a href="#">View Instructions/Forms</a>	
Draft Approval	Complete	April 18, 2014	<a href="#">View any Required Changes needed in your Final Draft.</a> You do not need to resubmit your preliminary draft.	<a href="#">View/Modify</a>
Final Approval	Not yet submitted	May 9, 2014	<a href="#">Submit Final Draft</a>	

Figure 35

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

**Thesis/ Graduate Project Approval Form**

Student Information

Student Name: John Doe      Student ID: [REDACTED]  
Student Email: autofilled@my.csun.edu

Final Draft

[Upload a file](#)

Click here to upload your final draft.

UPLOADED FILES

Figure 36

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

Thesis/ Graduate Project Approval Form

Student Information

Student Name: John Doe      Student ID: [REDACTED]  
 Student Email: autofilled@my.csun.edu

Final Draft

Upload a file

UPLOADED FILES

You can delete this file by clicking the X button.

[ImprovingUserComprehension.pdf \(PDF\)](#) - [02/19/2013] ✕

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).

Final Draft

Upload a file

UPLOADED FILES

[ImprovingUserComprehension.pdf \(PDF\)](#) - [02/19/2013] ✕

Supporting Files (Optional)

You may submit multiple files, of almost any file type.  
 For example, you may have supporting image files, audio files, or video files for you thesis.  
**IMPORTANT:** Large files (file size > 50MB) need to be uploaded from ON CAMPUS to avoid the risk of your upload not finishing.

Upload a file

UPLOADED FILES

Uploading supporting files one at a time by clicking the Upload a file button.

Remove a supporting file by clicking the X button.

File Name	Upload Date	Size	Delete
<a href="#">SupportingImage2.jpg</a>	02/19/2013	13.27k	✕
<a href="#">SupportingImage1.jpg</a>	02/19/2013	13.27k	✕
<a href="#">ComprehensionSupportingFiles.pdf</a>	02/19/2013	77.88k	✕

Total Uploaded Size: 0.1MB

Figure 38

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

**Library / ScholarWorks Metadata**  
Student theses are stored in CSUN ScholarWorks, an online repository for academic publications. The metadata provided below makes this thesis searchable within the repository.

**Thesis Overview**  
Includes your thesis title, a statement of responsibility, the thesis abstract, and your degree information.  
**Add Metadata**

**Pagination**  
Includes information about your thesis pagination and references section.  
**Add Metadata**

**Keywords / Search Terms**  
Includes keywords that describe your thesis content.  
**Add Metadata**

**License Agreement**  
Before submitting your final draft for publication in CSUN ScholarWorks, you must view and accept the "Non Exclusive Distribution License."  
**View and Accept License**

**Embargo Request**  
You may request an embargo of your work. This embargo will delay the availability of your work in the library repository. An embargo will only be approved in special cases.  
**Request Embargo**

Figure 39

8. A dialog box will appear.

9. Enter the appropriate information, and click the "submit" button (See Figure 40).

Library / ScholarWorks Metadata

Student theses are stored in CSUN ScholarWorks, an online repository for academic publications. The metadata provided below may be used to help you find your thesis.

Thesis Overview

Includes your thesis information. [Add Metadata](#)

Pagination

Includes information about your thesis pagination and references section. [Add Metadata](#)

Keywords / Search Terms

Includes keywords that describe your thesis content. [Add Metadata](#)

License Agreement

Before submitting your thesis, you must agree to the Distribution License. [View and Accept License](#)

Embargo Request

You may request an embargo on your thesis. An embargo will prevent your thesis from being publicly available. [Request Embargo](#)

**Enter Metadata** ✕

**Thesis Title:**  
Omit the leading "The", "A", or "An". Title of thesis should be lower-case except for first word, acronyms, and proper nouns.

**Statement of Responsibility:**

**Select Your Degree:**

**Abstract:** Copy and paste the abstract from your thesis.

Figure 40

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

**Thesis Overview**

**Title:** Increasing Reading Comprehension in Hypertext Documents

**Statement of Responsibility:** by John Doe

**Degree Type:** M.S.

**Abstract:**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam pretium nibh eget purus ultricies posuere. Nunc non orci sapien. Duis malesuada dolor id justo blandit volutpat. Nam in neque odio. Phasellus luctus malesuada pretium. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla facilisi. In in tellus sed turpis tempus auctor eget ut tellus. Curabitur est neque, scelerisque non consectetur sit amet, ullamcorper sed orci. Maecenas in magna dui. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam vulputate libero et mi rhoncus mattis. Suspendisse nisl mauris, mollis eget posuere sed, volutpat quis massa.

You can modify the metadata by clicking here.

**Pagination**

Includes information about your thesis pagination and references section. [Add Metadata](#)

**Keywords / Search Terms**

Includes keywords that describe your thesis content. [Add Metadata](#)

Your metadata now appears in the main form.

Figure 41

11. Repeat the same steps to add metadata in "Pagination"

12. For "Keywords" click the "Add Metadata" button (See Figure 42).

**Title:** Increasing Reading Comprehension in Hypertext Documents

**Statement of Responsibility:** by John Doe

**Degree Type:** M.S.

**Abstract:**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam pretium nibh eget purus ultricies posuere. Nunc non orci sapien. Duis malesuada dolor id justo blandit volutpat. Nam in neque odio. Phasellus luctus malesuada pretium. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla facilisi. In in tellus sed turpis tempus auctor eget ut tellus. Curabitur est neque, scelerisque non consectetur sit amet, ullamcorper sed orci. Maecenas in magna dui. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam vulputate libero et mi rhoncus mattis. Suspendisse nisi mauris, mollis eget posuere sed, volutpat quis massa.

Modify Metadata

**Pagination**

Preliminary Pages: xi

Text Pages: 76

References Start Page: 74

References Stop Page: 76

Modify Metadata

**Keywords / Search Terms**

Includes keywords that describe your thesis content.

Add Metadata

**License Agreement**

Before submitting your final draft for publication in CSUN ScholarWorks, you must view and accept the "Non Exclusive Distribution License."

View and Accept License

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).



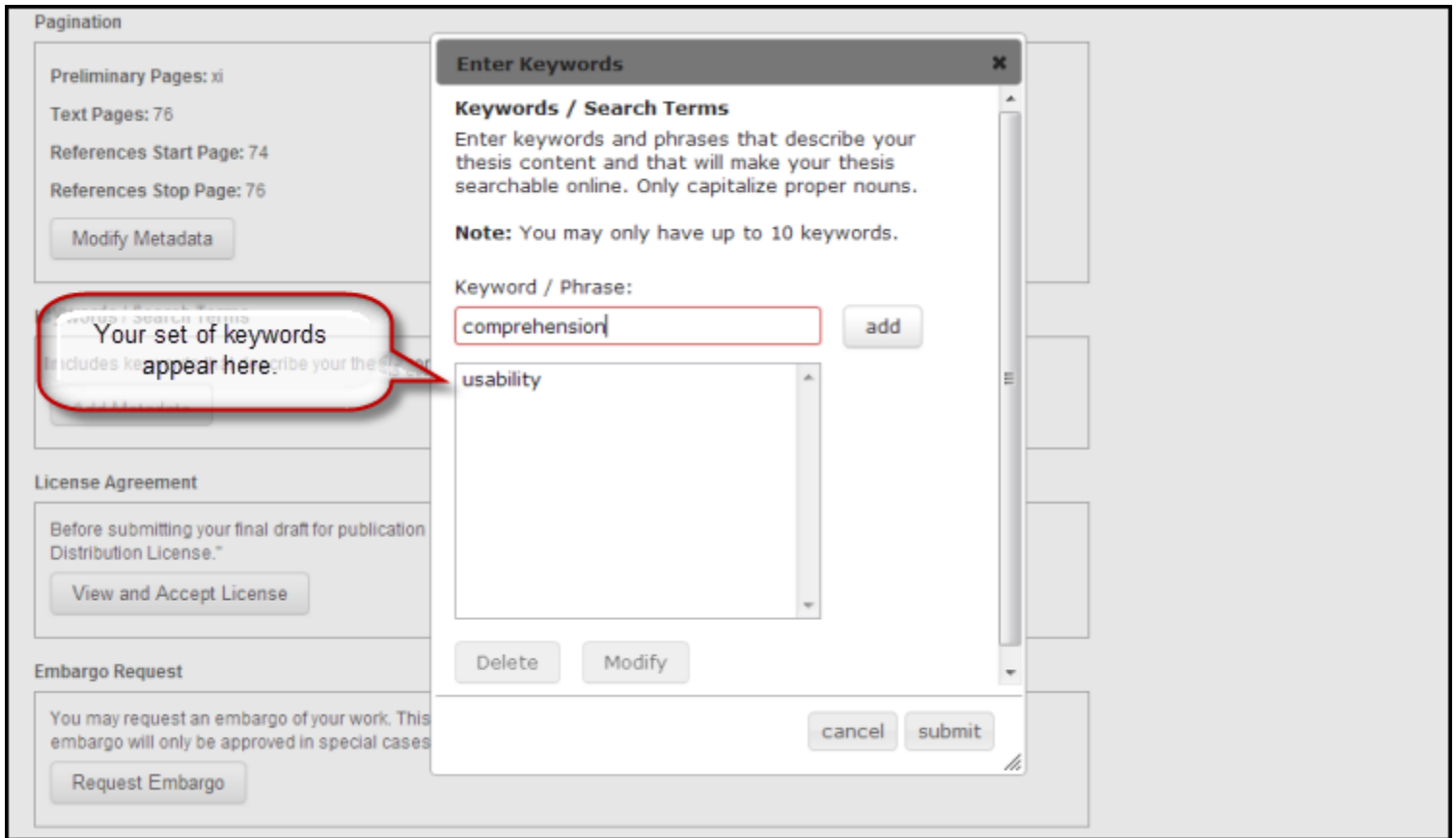


Figure 43

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

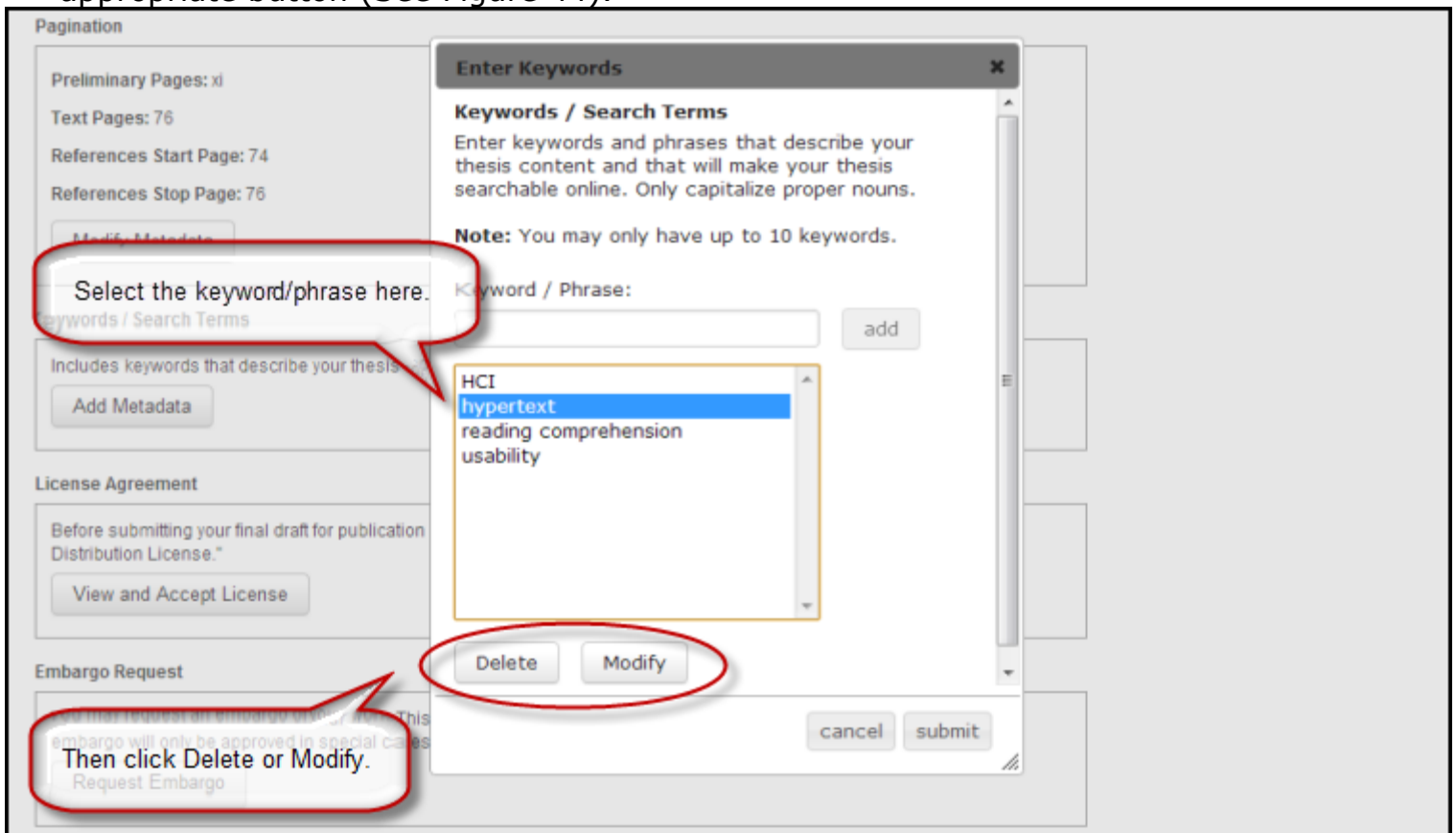


Figure 44

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).

Keywords / Search Terms

Keywords / Search Terms: HCI, hypertext, reading comprehension, usability

Modify Metadata

License Agreement

Before submitting your final draft for publication in CSUN ScholarWorks, you must view and accept the "Non Exclusive Distribution License."

View and Accept License

Embargo Request

You may request an embargo of your work. This embargo will delay the availability of your work in the library repository. An embargo will only be approved in special cases.

Request Embargo

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).

Pagination

Preliminary Pages: xi

Text Pages: 76

References Start Page: 1

References Stop Page: 1

Modify Metadata

Keywords / Search Terms

Keywords / Search Terms

Modify Metadata

License Agreement

Before submitting your final draft for publication in CSUN ScholarWorks, you must view and accept the "Non Exclusive Distribution License."

View and Accept License

Embargo Request

You may request an embargo of your work. This embargo will delay the availability of your work in the library repository. An embargo will only be approved in special cases.

Request Embargo

By clicking "Submit," you agree to the terms of the License Agreement. Upon submission, you will be committed to the terms of the License Agreement. Changes are not permitted.

Warning: Please confirm that you have read and agree to the License Agreement. Changes are not permitted.

Submit

**License Agreement**

**NON-EXCLUSIVE DISTRIBUTION LICENSE**

By signing and submitting this license, you the author grant permission to CSUN Graduate Studies to submit your thesis or dissertation, and any additional associated files you provide, to CSUN ScholarWorks, the institutional repository of the California State University, Northridge, on your behalf.

You grant to CSUN ScholarWorks the non-exclusive right to reproduce and/or distribute your submission worldwide in electronic or any medium for non-commercial, academic purposes.

You agree that CSUN ScholarWorks may, without changing the content, translate the submission to any medium or format, as well as keep more than one copy, for the purposes of security, backup and preservation.

You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.

If the submission contains material for which you do not hold copyright, or for which the intended use is not permitted, or which does not reasonably fall under the guidelines of fair use, you represent that you have obtained the unrestricted permission of the copyright owner to grant CSUN ScholarWorks the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

If the submission is based upon work that has been sponsored or supported by an agency or organization other than the California State University, Northridge, you represent that you have fulfilled any right of review or other obligations required by such contract or agreement.

CSUN ScholarWorks will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alterations, other than those allowed by this license, to your submission.

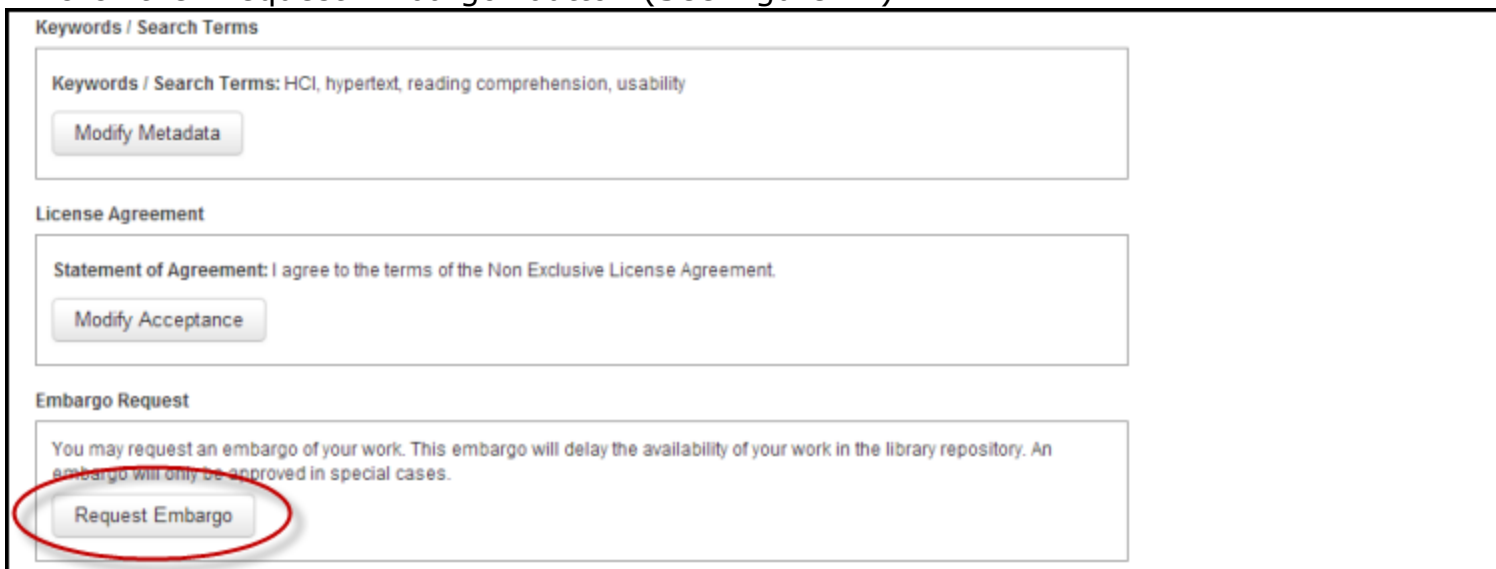
I agree to the terms of the "Non Exclusive Distribution License."

cancel submit

Check this box to agree to the terms of the License Agreement.

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).

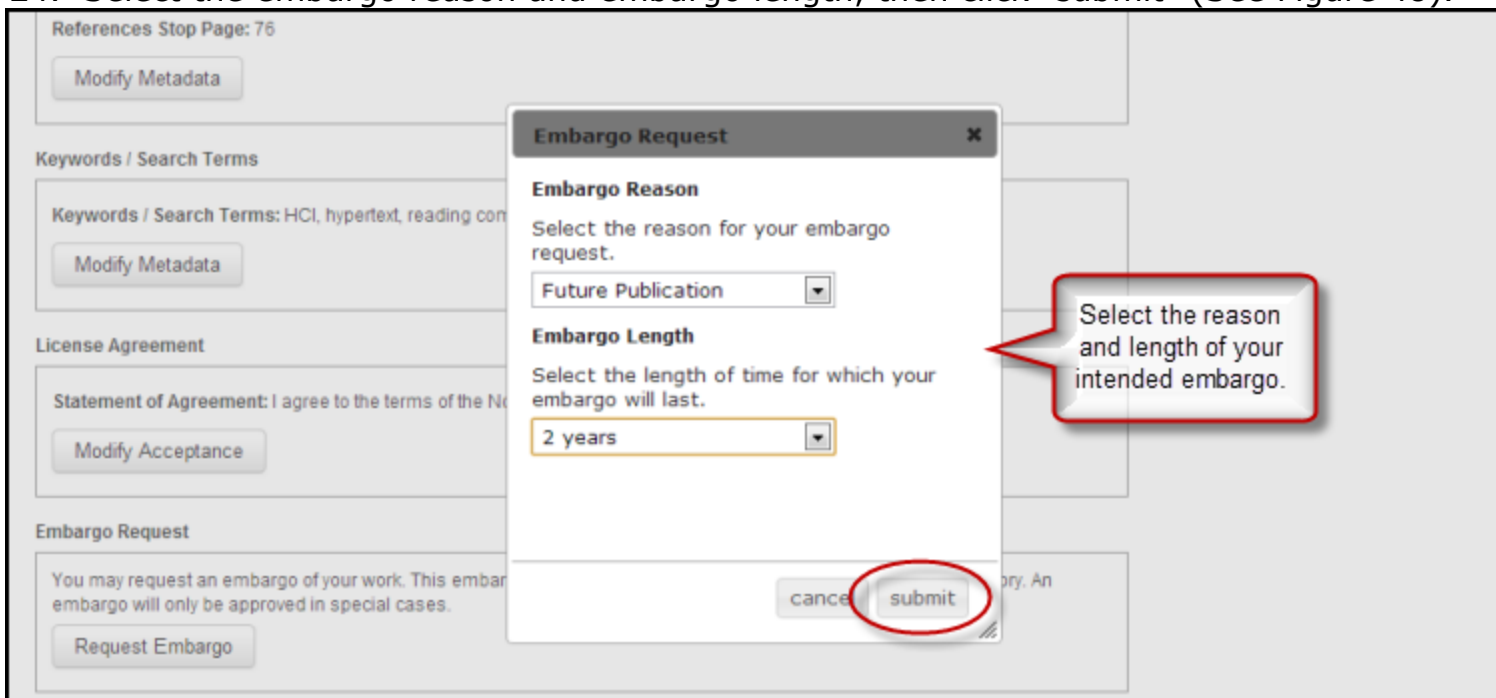


The screenshot shows a web form with three main sections: 'Keywords / Search Terms', 'License Agreement', and 'Embargo Request'. The 'Keywords / Search Terms' section contains a text box with the text 'HCI, hypertext, reading comprehension, usability' and a 'Modify Metadata' button. The 'License Agreement' section contains a text box with the text 'I agree to the terms of the Non Exclusive License Agreement.' and a 'Modify Acceptance' button. The 'Embargo Request' section contains a text box with the text 'You may request an embargo of your work. This embargo will delay the availability of your work in the library repository. An embargo will only be approved in special cases.' and a 'Request Embargo' button. The 'Request Embargo' button is circled in red.

Figure 47

23. A dialog box will appear.

24. Select the embargo reason and embargo length, then click "submit" (See Figure 48).



The screenshot shows a dialog box titled 'Embargo Request' with a close button (X) in the top right corner. The dialog box has two sections: 'Embargo Reason' and 'Embargo Length'. The 'Embargo Reason' section has a text box with the text 'Select the reason for your embargo request.' and a dropdown menu with 'Future Publication' selected. The 'Embargo Length' section has a text box with the text 'Select the length of time for which your embargo will last.' and a dropdown menu with '2 years' selected. At the bottom of the dialog box, there are two buttons: 'cancel' and 'submit'. The 'submit' button is circled in red. A red callout box with a pointer to the dropdown menus contains the text 'Select the reason and length of your intended embargo.'

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).

The image shows a web form for thesis submission. It is divided into three main sections: 'Keywords / Search Terms', 'License Agreement', and 'Embargo Request'. Each section contains a text area with pre-filled information and a 'Modify' button. Below these sections is a disclaimer and a warning message. At the bottom left, a 'Submit' button is circled in red.

**Keywords / Search Terms**  
Keywords / Search Terms: HCI, hypertext, reading comprehension, usability  
Modify Metadata

**License Agreement**  
Statement of Agreement: I agree to the terms of the Non Exclusive License Agreement.  
Modify Acceptance

**Embargo Request**  
Embargo Reason: Future Publication  
Embargo Length: 2 years  
At the expiration of the embargo period, this work will automatically appear in the institutional repository. Before the embargo expiration, students may seek an extension of the embargo by contacting the Associate Vice President for Graduate Studies at (818) 677-2138.  
Modify Embargo

By clicking "Submit," you acknowledge that the thesis files you are uploading are the same as those approved by your thesis committee. Upon submitting this form, it will be emailed to your committee members for approval.

**Warning:** Please carefully review your file(s) and meta data before submitting your final draft. Changes are not permitted while in review.

Submit

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).

**Final Approval Form** Home My Account Info Help Logout

This form cannot be modified while in the "Awaiting committee signatures" status.

**Thesis/ Graduate Project Approval Form**

**Student Information**

Student Name: John Doe Student ID: [REDACTED]  
 Student Email: autofilled@my.csun.edu

**Final Draft**

[ImprovingUserComprehension.pdf \(PDF\)](#) - [02/25/2013]

**Supporting Files (Optional)**

File Name	Upload Date	Size	Delete
<a href="#">SupportingImage2.jpg</a>	02/19/2013	13.27k	
<a href="#">SupportingImage1.jpg</a>	02/19/2013	13.27k	
<a href="#">ComprehensionSupportingFiles.pdf</a>	02/19/2013	77.88k	

Total Uploaded Size: 0.1MB

You cannot modify your form until prompted to do so.

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).

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
Planning Form	Complete	February 28, 2014	None Required	<a href="#">View</a> <a href="#">Modify</a>
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	<a href="#">View Instructions/Forms</a>	
Draft Approval	Complete	April 18, 2014	<a href="#">View any Required Changes needed in your Final Draft.</a> You do not need to resubmit your preliminary draft.	<a href="#">View/Modify</a>
Final Approval	Requires Changes	May 9, 2014	<a href="#">View Required Changes and Resubmit For Approval</a>	<a href="#">View</a> <a href="#">Modify</a>

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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).

**Committee Signatures**

Chair Name: \_\_\_\_\_ Approval Date: \_\_\_\_\_  
 Department: \_\_\_\_\_

Member Name: \_\_\_\_\_ Approval Date: \_\_\_\_\_  
 Department: \_\_\_\_\_

Member Name: \_\_\_\_\_  
 Department: Computer Science  
 Comments: Add the keywords: user interface, links

**Student Signature**

Student: [John Doe](#) Date Submitted: February 25, 2013

**Graduate Evaluator Approval**

Graduate Evaluator: \_\_\_\_\_ Approval Date: \_\_\_\_\_

[Return Home](#) [Make Changes](#)

Figure 52

- 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).

**Final Approval Form** [Home](#) [My Account Info](#) [Help](#) [Logout](#)

**Thesis/ Graduate Project Approval Form**

**Student Information**

Student Name: John Doe Student ID: 100213111  
 Student Email: autofilled@my.csun.edu

**Final Draft**

[Upload a file](#)

UPLOADED FILES

[ImprovingUserComprehension.pdf \(PDF\) - \[02/25/2013\]](#) ✖

**Supporting Files (Optional)**

You may submit multiple files, of almost any file type.  
 For example, you may have supporting image files, audio files, or video files for you thesis.  
**IMPORTANT:** Large files (file size > 50MB) need to be uploaded from ON CAMPUS to avoid the risk of your upload not finishing.

[Upload a file](#)

Figure 53

- 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).

**Committee Signatures**

Chair Name: \_\_\_\_\_ Approval Date: \_\_\_\_\_  
 Department: \_\_\_\_\_

Member Name: \_\_\_\_\_ Approval Date: \_\_\_\_\_  
 Department: \_\_\_\_\_

Member Name: \_\_\_\_\_  
 Department: Computer Science  
 Comments: Add the keywords: user interface, links

**Student Signature**

Student: John Doe Date Submitted: February 25, 2013

**Graduate Evaluator Approval**

Graduate Evaluator: \_\_\_\_\_ Approval Date: \_\_\_\_\_

[Return Home](#) [Make Changes](#)

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).

**Library / ScholarWorks Metadata**

Student theses are stored in CSUN ScholarWorks, an online repository for academic publications. The metadata provided below makes this thesis searchable within the repository.

**Thesis Overview**

Title: Increasing Reading Comprehension in Hypertext Documents  
 Statement of Responsibility: by John Doe  
 Degree Type: M.S.  
 Abstract:  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam pretium nibh eget purus ultricies posuere. Nunc non orci sapien. Duis malesuada dolor id justo blandit volutpat. Nam in neque odio. Phasellus luctus malesuada pretium. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla facilisi. In in tellus sed turpis tempus auctor eget ut tellus. Curabitur est neque, scelerisque non consectetur sit amet, ullamcorper sed orci. Maecenas in magna dui. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam vulputate libero et mi rhoncus mattis. Suspendisse nisi mauris, mollis eget posuere sed, volutpat quis massa.

[Modify Metadata](#)

**Pagination**

Preliminary Pages: xi  
 Text Pages: 76  
 References Start Page: 74  
 References Stop Page: 76

[Modify Metadata](#)

**Keywords / Search Terms**

Keywords / Search Terms: HCI, hypertext, reading comprehension, usability

[Modify Metadata](#)

To modify any metadata, click the appropriate button, update the informatino in the dialog box, and click the dialog "submit" button.

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).

Step	Status	Deadline	Next Action	Actions
Planning Form	Complete	February 28, 2014	None Required	<a href="#">View</a> <a href="#">Modify</a>
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	<a href="#">View Instructions/Forms</a>	
Draft Approval	Complete	April 18, 2014	<a href="#">View any Required Changes needed in your Final Draft.</a> You do not need to resubmit your preliminary draft.	<a href="#">View/Modify</a>
Final Approval	Awaiting committee signatures	May 9, 2014	None Required	<a href="#">View</a> <a href="#">Modify</a>

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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).

Step	Status	Deadline	Next Action	Actions
Planning Form	Complete	February 28, 2014	None Required	<a href="#">View</a> <a href="#">Modify</a>
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	<a href="#">View Instructions/Forms</a>	
Draft Approval	Complete	April 18, 2014	<a href="#">View any Required Changes needed in your Final Draft.</a> You do not need to resubmit your preliminary draft.	<a href="#">View/Modify</a>
Final Approval	Awaiting committee signatures	May 9, 2014	None Required	<a href="#">View</a> <a href="#">Modify</a>

California State University, Northridge  
**Northridge** Electronic Thesis And Dissertation

Student Home [Home](#) [My Account Info](#) [Help](#) [Logout](#)

California State University, Northridge at 18111 Nordhoff Street, Northridge, CA 91330  
Phone: 818-677-1200 / © 2013 CSU Northridge

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).



**Student Information** Home My Account Info Help Logout

**Student Information**

First Name: John Last Name: Doe

Student ID#: [Redacted] Phone: 818 555 5555

Street Address: 1234 Sample Drive

City: Northridge State: CA Zip Code: 91324

Email Address: autofilled@my.csun.edu

Anticipated Date of Graduation: Spring 2014

Make sure your name is how you want it to appear on your thesis.

Change your email address if necessary. This is where all ETD status updates will be sent.

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Figure 58

## Logging Out of ETD

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

**Thesis / Graduate Project Status**

Step	Status	Deadline	Next Action	Actions
Thesis Approval	Complete	February 15, 2013	None Planned	<a href="#">View</a> <a href="#">Print</a>
Thesis Approval	Complete	February 15, 2013	None Planned	
Thesis Approval	Complete	February 15, 2013	None Planned	<a href="#">View</a>
Thesis Approval	Complete	February 15, 2013	None Planned	<a href="#">View</a> <a href="#">Print</a>

Figure 59