How to Submit a Thesis or Dissertation Electronically to D-Scholarship

Creating a Record
1. Go to https://d-scholarship.pitt.edu/
2. Login using your Pitt username and password
3. Click *New Item*

Type
4. Choose *University of Pittsburgh ETD* as your Item Type

Click *Next*

Details
5. Complete the following Details
   a. Title – Do not use all caps
   b. Creators/Authors – Enter your name, Pitt email, and Pitt username
   c. Abstract – Your abstract cannot be longer than 350 words. Make sure your abstract here matches the one in your document
   d. Uncontrolled Keywords – Words pertinent to your document subject (natural language terms to describe the content of the item)
   e. ETD Details
      i. Schools and Programs
      ii. Degree
      iii. Thesis Type – *Master's Thesis* or *Doctoral Dissertation*
      iv. ETD Committee – ETD Committee Role: *Committee Chair*, *Committee Co-Chair* (if co-chair), *Committee Members* Insert last name, First name, their Pitt email or non-Pitt email if external to the University
      v. Defense Date
   f. Publication Details
      i. Number of Pages – Total number in your PDF
      ii. Related URLs – Leave blank
   g. Contact Details – Use a non-Pitt email address
   h. Additional Information – Optional
   i. Comments and Suggestions – Optional

Click *Next*

Access
6. ETD Access Restriction – Check either No Restriction or choose between 1 to 2 years (be sure this matches your access choice on your ETD Approval Form)
7. Patent Pending – You cannot choose this unless you submit an Invention Disclosure to the Office of Technology Management

Click *Next*

Upload
8. Click *Choose File* and select your document to upload
9. Click on *Show Options +*
   a. Content – Draft version, Submitted version, Updated version, etc.

b. File Type – PDF
c. Description – Optional – can Leave blank
d. Language – English
e. Visible to – Anyone (open access) or University of Pittsburgh users only. Use the same access choice noted on your ETD Approval Form
f. License – Unspecified. It is currently not a requirement. Click here for more information
g. Embargo expiry date – Use the same access choice noted on your ETD Approval Form. This applies to any kind of document in D-Scholarship@Pitt that is restricted to University of Pittsburgh users only. You can set an embargo date here. Access will be restricted to Pitt users only until the embargo date and then will be visible to anyone
10. Click *Update Metadata*

Click *Next*

ProQuest Agreement
11. A ProQuest Agreement will appear – Please read and review

Click *Next*

Deposit
12. You will be directed to the Deposit page – Please read and review the terms and conditions
13. Click *Deposit Item Now*
    a. You will be directed to the Deposit page. Please read through the terms and conditions and click Deposit Item Now. The record will only be sent to the Student Services queue to be reviewed for formatting. The document will not be able to be seen by anyone but you and Student Services until it is released to repository once finalized

How to Remove/Re-Deposit Your Document
Your file at this point is in the student services review queue. You will need to place it back in your queue to make any changes to your record or to replace the file. You can do this as many times as you need before the final due date.

1. Login to D-Scholarship
2. You will be directed to Manage Deposits
3. Click the *View Item* magnifying glass
4. Click on the *Actions* tab and choose *Return to Work Area*
5. You will be redirected to the *Preview* tab
6. Click the *Details* tab, scroll down to Upload and click *Edit Item*
7. Delete your outdated document by clicking the trash can icon
8. Click *Choose File* and upload your new version
9. Update your Metadata and click *Update Metadata*
10. Click *Save and Return*
11. Click *Deposit Item*
12. You will be directed to an Agreement. Please review and click *Deposit Item Now*

Note: Even if you don't end up replacing the file but you went back into your record you must still click *Deposit Item Now* so that your record/file returns to the Student Services review queue. If you accidentally create more than one deposit record Student Services will delete any older versions. Please be sure you choose the correct Department because your document will not appear in our review queue if it is incorrect.

Questions: Contact stuaff@pitt.edu or call 412-624-3002