

Lewis & Clark College

Directions for Online Submission of Dissertations

1. Log in to the UMI website: <http://www.etsadmin.com>.
 2. Click on “Students:” and “Submit.”
 3. Select “Lewis & Clark College”
 4. Set up your account.
 5. Before you begin, please be sure that you have the following:
 - **Full text of the dissertation/thesis in PDF format.** This must be one file. If your manuscript is in Word or RTF format, you may convert it to PDF format before submitting. For tips on creating PDF files, see the the PDF Help Center (link on UMI webpage).
 - **Abstract**
 - **Optional Supplementary files** (images, sound, etc) that are an integral part of the dissertation, but not part of the full text. (For additional information, see link on UMI webpage.)
 - **Advisor and other Committee Member's names.**
 - **Subject Category.** Use the categories of either **Education** or **Educational Administration.**
 - **Keywords** (optional; these will be used by search engines)
 6. When ready, select “Continue.”
 7. Under Publishing Options, choose “**Open Access Publishing (OA-1)** and **No Restrictions.**
 8. Next choose “**Save & Continue**”
 9. Choose “Accept” on Open Access Publishing Agreement.
 10. Fill in “Contact Information.”
 11. Fill in “Dissertation Details.”
 12. Upload your PDF file.
 13. Upload any “Supplemental Files.”
 14. Type in any “**Notes**” that you wish administrators to see.
 15. Under “Copyright Filing Fee,” indicate that **UMI will file for your copyright.**
 16. On the next page, order any personal copies of your dissertation.
 17. On the “Payment” page, it should show:

Open Access Publishing (OA-1)	\$160
Copyright Fee	\$65

There will be additional charges for personal copies you have ordered.
Using your credit card, pay for these charges at this time.
 18. The last screen confirms payment received and that your dissertation has been submitted.
 19. You’re done with the submission process!
-
20. Turn in two paper copies of your dissertation to the Ed Leadership office.
 21. Pay for editing expenses (in excess of the \$160 paid by the Graduate School).
 22. Now you are **absolutely done!**