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Getting Started
1. Submit all required thesis forms to the Faculty of Graduate Studies and successfully submit to the Vault.
   a. Forms can be downloaded here: https://grad.ucalgary.ca/current/thesis/ethesis.

2. Ensure you have received an email from digitize@ucalgary.ca confirming the approval and archiving of your thesis.

Creating Your Account
   a. Click the ProQuest link to start your submission

4. Submitting your thesis to ProQuest (optional)
UCalgary’s collaboration with ProQuest offers the ability to submit your thesis online. Click here to start your submission.

Technical issues: If you have any problems with your submission, please contact the ProQuest Support Centre.

4. Create new student account.
a. Enter info in all fields then click “Create”.

b. You will receive an email from etdadministrator@proquest.com. Follow the instructions in this email to confirm your account.

c. Log back into the ProQuest site to start your submission.

Submitting Your Thesis
5. Review your Home Page.
   a. Click on each step on Workflow before creating a submission.
6. Once you have read the Workflow, click “Create or continue with submission”.

7. Select “University of Calgary” as your institution.
   a. If University of Calgary is not the top option, press Ctrl + F on your keyboard and search “University of Calgary” as it may appear under the United States.
8. Ensure you have the following on hand, then click continue. Note that you do not require your thesis document for the ProQuest submission process. ProQuest will harvest your thesis from the Vault when it becomes available.

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

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

9. Ensure you read ProQuest’s Publishing Guidelines (1) and Traditional Publishing Agreement (2).
10. Select a Publishing Option.

Select Publishing Options

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

☐ Yes

☐ No

11. Thesis Access Options

a. If you select “Yes”, ProQuest will harvest your thesis once it becomes available on the Vault.
b. If you select “No – I have patents pending, or another reason why I need to delay access to the full text of my work.”, ProQuest will delay the release of your thesis by period of time in addition to any withhold that has been approved by the University of Calgary.

   i. Select your delay to release term ii.
   
   Select reason for delaying release

12. Read ProQuest Distribution Agreement (Canada)
   a. Click “Accept”. This essentially means you allow ProQuest to extract your thesis from The Vault and make it available through ProQuest.
   b. If you “Decline”, you will not be able to submit your Thesis to ProQuest.
13. Enter your **contact information** in the required fields.

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

15. **Submission & Payment**
   a. **Ordering Copies**
      i. You have the option of ordering your submitted thesis in a Hardcover or Softcover in various sizes. Prices displayed are in USD.
      ii. If you do not want to order copies, click “Decline – do not order”.
   b. **Submitting your thesis**
      i. Review your submission summary.
      ii. Ensure all information is correct.
      iii. Click “Submit Thesis”
Pay for your order: Review submission summary

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

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

Submission Summary:

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

Thesis Details:
Degree:
Primary Language:
Title:
Abstract:
Subject Categories:
Keywords:
Publishing Options:

Change
English
FGS THESIS TITLE
FGS THESIS ABSTRACT

Change
Do not delay release to ProQuest
Allow search engine access.

Submit Thesis