Student Guide to Submitting a Thesis or Dissertation Electronically Using Vireo

UTMB GSBS ETD Vireo URL:  [https://etd.tdl.org/utmb-etd/](https://etd.tdl.org/utmb-etd/)

- When you click on the above link, you will be redirected to the Texas Digital Library ETD system.
- Click on “Start your submittal” link.
When you click “Start your submittal,” this is the screen you will see. You will need to verify and fill in UTMB-USERS-M Username and Password.

Step 1 of the submission process:

- Some information will populate automatically, and the rest you need to enter. If your name or any information that you cannot change is incorrect, please complete your submittal and then contact the Thesis Office. We can correct any errors on the administrative side.

- Your university email address is the default contact address. If you provide a permanent email address we will use it for all current and future communication.
Step 2 of the submission process:

- After clicking “Save and continue” in step 1, you must read and agree to a license agreement.
- You retain copyright but provide the university with non-exclusive distribution rights.

License Agreement

You must agree to the non-exclusive license below in order to continue:

I grant the Texas Digital Library (hereinafter called “TDL”), my home institution (hereinafter called “Institution”), and my academic department (hereinafter called “Department”) the non-exclusive rights to copy, display, perform, distribute and publish the content I submit to this repository (hereinafter called “Work”) and to make the Work available in any format as perpetuity as part of a TDL Institution or Department repository communication or distribution effort.

I understand that once the Work is submitted, a bibliographic citation to the Work can remain visible in perpetuity, even if the Work is updated or removed.

I understand that the Work’s copyright owner(s) will continue to own copyright outside these non-exclusive granted rights.

I warrant that:

1. I am the copyright owner of the Work, or
2. I am one of the copyright owners and have permission from the other owners to submit the Work, or
3. My Institution or Department is the copyright owner and I have permission to submit the Work, or
4. Another party is the copyright owner and I have permission to submit the Work.

Based on this, I further warrant in my knowledge:

1. The Work does not infringe any copyright, patent, or trade secrets of any third party.
2. The Work does not contain any libelous matter, nor invade the privacy of any person or third party, and
3. That no right in the Work has been sold, mortgaged, or otherwise disposed of, and is free from all claims.

I agree to hold TDL, Institution, Department, and their agents harmless for any liability arising from any breach of the above warranties or any claim of intellectual property infringement arising from the exercise of these non-exclusive granted rights.
Step 3 of the submission process:

- This page asks for document information. You will enter the title of your thesis, paste the abstract in the space provided, and enter any keywords. You will also add the committee members and embargo period.

- When entering your Chair’s email, please use a university address.
Step 4 of the submission process:
This is where you upload your manuscript and any supplemental files.

- To upload your thesis, click “Browse” in the Upload your manuscript section. Find and select the PDF file you wish to upload and then click “Upload.”

- You can upload any file type you want for your Supplementary Files.
• This shows what the page will look like after you have uploaded your manuscript. You can choose to replace the manuscript if you uploaded the wrong file. You can also still upload a supplementary file.

• You should upload your Journal Model as a supplementary file. Click “Browse” in the Upload supplementary file section and upload the file.
• This shows what the page looks like after you have uploaded the manuscript and a supplementary file.

• You can choose to upload more supplementary files, remove the file you have uploaded, or click “Save and Continue” to move on.

• If you have additional supplementary files (sound or movie files), you should also upload them at this time.
Step 5 of the submission process:

- This is where you must review all the information you have provided. If you need to go back and correct some information, choose a step from the navigation at the top of the page.

- When you are satisfied, click the “Submit” button at the bottom of the page.
- You can choose to view the submission status by clicking the link.

- You will then receive this message confirming your status.

- If you do not see this statement, or do not receive a confirmation email, then your submittal is not complete.
• If you choose to view your status, this is what you will see.

• You can see the document status is Submitted and Unassigned. When your review starts, the document will be assigned to a reviewer and your status will change to Under Review.

• You can log back into the system at any time to check your status.
• This screen shows what it looks like when the document is under review.

• If you click “View” (under Actions), you have the option to view your submission in greater detail.
• This screen shows what your submission looks like if you click “View” while you are under review.

• All your information can be seen at the top of the page and your uploaded documents are in the middle. At the bottom of the screen you will see the “Application Activity” box.

• In this box, you can see all the actions taken on your account. Here you can see the submission was changed to under review and assigned to a reviewer.
• When your reviewer has finished they will then Unassign the document. However, once this happens it may take a few more days for you to receive your corrections. Often, a document will get looked at by a second reviewer.

• If at any time you have questions about the status of your submission, please feel free to contact the Thesis Office.

• When the review is finished, you will receive an email with a link to get back to your submission. This is where the link will take you.

• You can see the status is changed to Needs Corrections.

• To view your list of corrections, click “View” under Actions.
• Clicking “View” takes you back to this screen. Scroll down to the bottom of the page.

• In the application activity box, you will find the uploaded corrections file. You may have to scroll down within this box to see it.

• The list of corrections will usually be a PDF with your last name in filename.

• When you are finished making corrections and ready to upload your corrected thesis, you need to revisit the long “View Application” screen.
• Once here, click the “Replace Thesis” button. It will remove the currently uploaded document.

• This is what the screen looks like after you have removed the thesis.

• Once you have uploaded the file, it will be the new primary document.

• At this point you can also choose to upload additional supplementary files.
• You may also wish to add a message for your reviewer to see. If they had comments or questions, or if you didn’t make a change for a reason, you can explain in the message box.

• Type your message in the box that is below the application activity box.
• When you are finished click “Add Message.”
- Once you have added a message, you can see it in the Application Activity box.

- You can then click “Submit Corrections” to complete the process. Clicking “Submit Corrections” will finalize the process and change your status back to “Under Review.” This will inform the Thesis Office that you have finished making corrections.

- You will not be able to replace your file after you have clicked “Submit Corrections.”

- Your document will be reviewed again. If there is another round of corrections, you will be sent another email informing you that your corrections are ready.

- Once all your corrections are made and all other requirements fulfilled, you will receive an email confirming that you have cleared the Thesis Office.